

# MEMO

TO: All Education Support Personnel

FROM: Gary Alexander

DATE: August 1, 2018

RE: Employee Handbook

Please find attached to this memo a copy of our Education Support Personnel Handbook. This is the product that involved researching current practices for employees and any new related information governing employment in Illinois public schools. This handbook was reviewed and approved by our Board of Education on February 25, 2013, Board of Education meeting. The handbook was updated on July 17, 2014.

It is my hope that the information you will find in the handbook will be useful and will clarify questions you may have about procedures related to your employment with the District. Again, most of what you will see in the handbook are practices we have been doing for years; they have just never been put in writing. The majority of the information in this handbook is policy the Board of Education has put in place. Most of your questions, generated by reading this book, can be answered by looking at board policy online or in the Unit office. Please feel free to contact me if you have questions.

Also attached to the handbook is an acknowledgement sheet that you need to sign and return to Staci in the Unit office. If you have any questions about the handbook, please contact the unit office.

## **HANDBOOK ACKNOWLEDGMENT**

### **(Please Return to Unit Office)**

The undersigned, being a non-certified education support employee of the Pawnee Community Unit School District No. #11, hereby acknowledges that a current copy of the Pawnee CUSD #11 Education Support Personnel Handbook has been provided to the undersigned employee by the administration of Pawnee CUSD #11. The undersigned employee accepts the responsibility to review the contents of the handbook and become familiar with current employment practices and procedures. Further, the employee should keep the document filed carefully for future reference.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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Employee Signature

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# **Education Support Personnel Handbook**

## **Foreword**

This handbook was written to acquaint non-certified educational support personnel with the policies, procedures, and practices of the Pawnee Community Unit School District 11. Please read through this document carefully and refer to it periodically so that the information will become familiar to you. If you have any questions about the content of this document, please consult with your immediate supervisor or building Principal about any items that may require further clarification.

Pawnee Community Unit School District 11 recognizes that education support personnel play a vital role in the success of our educational mission. The appearance and safety of our buildings, grounds, and vehicles along with the courteous, friendly service we provide sets the tone for how our District is perceived in the community. You as an employee of the Pawnee CUSD 11 serve as an adult model for the students we serve in our District. Please keep this in mind as you perform your duties.

## **Duties and Qualifications**

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to School Board policies as they may be changed from time to time at the Board's sole discretion.

### Paraprofessionals and Teacher Aides

Paraprofessionals and teacher aides are non-certificated personnel with supervised instructional duties; the terms are synonymous. Service as a paraprofessional or teacher aide requires a *statement of approval* issued by the Illinois State Board of Education (ISBE), unless the individual holds any certificate indicative of completion of at least a bachelor's degree or a provisional vocational certificate, is completing an approved clinical experience, and/or is student teaching.

A paraprofessional or teacher aide in a targeted assistance program that is paid with federal funds under Title I, Part A, or in a school-wide program that is supported with such funds, shall hold a "statement of approval," issued by the ISBE, for this purpose.

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals or teacher aides and the requirements in this section do not apply. In addition, individuals who are completing their clinical experiences and/or student teaching do not need to comply with this section, provided they otherwise qualify for instructional duties under ISBE rules.

### Non-certificated Personnel Working with Students and Performing Non-Instructional Duties

Non-certificated personnel performing non-instructional duties may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio) detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a non-certificated person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

### Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automated External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

### Bus Drivers

All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

### **Absence, Sick Leave, Personal Leave, Vacation Days**

Employees unable to report to work should notify their Principal or immediate supervisor as soon as possible on or before the day of the absence. Any time an employee is absent, adjustments must be made; your supervisor will appreciate as much advanced notice as you can provide. If it turns out that the absence will go beyond one working day, be sure to notify your supervisor when that information becomes known.

Employees must use "paid" leave days as intended. Employees, who have exhausted all of their sick leave days and personal leave days and cannot report to work, must apply for an unpaid leave of absence. Unpaid leave must be requested in writing. This request should be submitted to the Superintendent for approval. Any employee who fails to do so and does not report to work is considered absent without leave and is subject to discharge.

### Sick Leave

Full-time employees are awarded annual sick leave day allotments of 12 sick leave days. Sick Leave is a paid absence from work. This can be used for illness, illness of an immediate family member, a death in the family, or other approved reasons (talk to your supervisor). Any unused sick leave days you have at the end of each year may accumulate for use in the event of a major illness. If there is a question of the validity of an illness, the District may require a doctor's statement verifying the reason for not reporting to work. Sick leave is a valuable benefit to employees in the event of a major illness. Also, when you are gone, the work remains; therefore, sick leave should be taken only when needed or appropriate.

### Personal Leave

Full-time employees are awarded 2 personal leave days per year under the following conditions:

- A. Approval from the Superintendent or the Building Principal must be obtained in writing before the absence occurs.
- B. The day immediately preceding or immediately following a school holiday, or the beginning or end of term shall not be recognized as a personal leave day. In special circumstances, the Superintendent may grant a personal leave day on the day immediately preceding or following a school holiday. The granting of such a day shall be non-precedential and at the sole discretion of the Superintendent.
- C. Unused personal business leave days will be allowed to accumulate to four (4) at which time additional accumulation shall be added to accumulated sick leave.

- D. After completing 15 years of continuous service to the district, full time certified staff will be allowed to accumulate personal leave business days up to five (5) days per year. After completing 20 years of continuous service to the district, full time certified staff will receive 3 personal business leave days per year.

Personal Leave requests need to be submitted using the appropriate request form in advance. These forms can be found online or from your supervisor. An appropriate time frame for requesting personal leave is at least 48 hours in advance, but the sooner you can request personal leave, the easier it is for your supervisor to plan for your absence. Personal leave must be requested in either full-day or half- day increments.

#### Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Illinois Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3.

#### Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic or Sexual Violence

#### **Vacation Days**

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

<u>Length of Employment</u>		<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</u>	<u>To:</u>	
1 <sup>st</sup> year		5 Days
2 years	end of 9 years	10 Days per year
beginning 10 <sup>th</sup> year	end of 19 <sup>th</sup> year	15 Days per year
beginning 20 <sup>th</sup> year		20 Days per year

Requests for use of Vacation Days should be submitted in writing to your immediate supervisor at least 48 hours in advance. Vacation Day requests must be approved by the Superintendent. Employees may roll over 5 vacation days maximum into the next year. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

## Holidays

Unless the District receives a waiver or modification of The School Code pursuant to Section 2-3.25g, allowing it to schedule school on a holiday listed below, 12-month District employees will be paid for, but will not be required to work on:

New Year's Day	Labor Day	New Year's Eve
Martin Luther King Jr.'s Birthday	Columbus Day	Christmas Eve
Abraham Lincoln's Birthday <i>or</i> <i>President's Day</i>	Veteran's Day	Friday before Easter
Casimir Pulaski's Birthday	Thanksgiving Day	Day after Thanksgiving
Memorial Day	Christmas Day	
Independence Day		

*\*Secretaries, cafeteria personnel, and media aide will receive pay for Thanksgiving, Christmas, New Years Day, and Good Friday.*

The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

## Abused and Neglected Child Reporting

A District employee who has reasonable cause to suspect that a student may be an abused or neglected child shall first make a report to their immediate supervisor or building Principal to make them aware of the situation. A report should be made to the Department of Children and Family Services (DCFS) if it is deemed that the situation warrants such action. The Superintendent shall be notified that such a report has been made.

## Accidents, Injuries and Illness

All injuries sustained on the job, regardless of severity, must be immediately reported to your supervisor or the building Principal. An accident form must be completed and filed in the Unit Office within four working days. All accidents that may need medical attention or might involve Worker's Compensation are to be reported in accordance with the following guidelines:

1. Contact the Principal, supervisor or school nurse immediately
2. Fill out the accident report (form in the Nurse's Office)
3. The school nurse should check all injuries

## Attendance, Tardiness, and Regulations

Each employee shall be at work at the time assigned and continue completion of assigned duties throughout the workday, except as permitted for breaks. Work shall be promptly attended to and completed in a timely manner. Adjustments to start times and ending times must be cleared with the immediate supervisor or building Principal. If you



are going to be unavoidably late, contact your supervisor or the office so that your supervisor knows and arrangements can be made, if necessary. A poor attendance record at your job is not in the best interest of the District or our students and can result in suspension or termination. Giving false reasons for absence from work, claiming sick leave when sick leave is not appropriate, leaving work early without permission, or misrepresenting an accident injury are serious acts of misconduct and may lead to suspension or termination. Employees are to clock in and out for their shifts. **Do not** clock in or out for anyone but yourself. Time sheets must be reviewed and signed by immediate supervisors before they are submitted for processing of payroll.

### **Board of Education**

A seven member Board of Education governs Pawnee CUSD 11. The registered voters who reside within the boundaries of the District elect the Board. The Board elects, from within, its membership: President, Vice-President, and a Secretary. The Superintendent of Schools is the chief executive office of the Board of Education. The Pawnee Board of Education meets regularly each month. The Board is responsible for establishing policies that govern the operation of the District. The policies are compiled into a District Board Policy manual and are available to review in the Unit Office or online. All policies are to be followed by all district employees.

### **Classroom and Student Management**

As a non-certified District employee, you are here to assist in the education of our students. Your role is vital to our educational mission. As a responsible adult and employee of the District, you have a responsibility to see to the safety, security, welfare, and health of our students who attend Pawnee Schools. You are expected to use good judgment and act to protect the well being of students immediately. You should assist teachers in their task wherever possible. It is understood however, that teachers also have certain responsibilities.

Teachers are expected to govern and control routine matters in their rooms such as proper lighting, opening and closing of windows/doors for ventilation, proper and orderly use of restrooms, reporting of equipment or furniture problems, normal housekeeping chores such as assisting in chalkboard care and classroom cleanliness, reasonable control of noise and other matters which influence the physical environment in which our students live during the school day.

Our students should be made aware of the importance of proper use and care of school property. They should develop a sense of responsibility for removing paper or other debris from the classroom floor prior to dismissal. It is our expectation that no class should be dismissed for the day in a room that is disorderly, littered, or otherwise unsatisfactory. Each teacher should make periodic checks of books and desks to see that each are kept in proper order. Any abuse of books, equipment, furniture or other school property should be reported to the building Principal.

### **Communication**

In each school office, there is a specific location for staff mailboxes. It is very important that each employee check his/her mailbox before leaving for the day. Periodically, the

Superintendent, building Principals or office staff may place bulletins in your mailbox during the day. After reading the information, staff members should file them for future reference. The mailboxes are to be emptied each day and not used as a long-term storage location. Telephones are available in the offices and throughout campus. Please use phones to conduct school business. Announcements and general information are also posted at times on the District internet web site.

### **Conduct of Employees**

All District employees shall maintain high standards in their school relationships, demonstrate integrity and honesty, be considerate and cooperative, demonstrate moral character, and maintain professional relationships with students, parents, and staff members. Fighting is prohibited. Employees shall not engage in behavior that constitutes gross disrespect for the property rights of students, teachers, administrators, or non-certified staff. Employees shall not use profanity when speaking to parents, students or staff.

Conviction of a felony offense involving dishonesty or violence shall be cause for dismissal from employment with the District. Conviction of any offense involving the willful infliction of harm upon children shall be cause for dismissal. Dishonesty, theft, fighting, or other such misconduct on the job shall be cause for dismissal. Use of controlled or illegal drugs is prohibited and being under the influence of such or alcohol while on duty may cause dismissal. Smoking or other uses of tobacco are not allowed on school property.

No employee shall refuse to obey reasonable written or oral communications of a District administrator or the employee's immediate supervisor. No employee shall refuse to obey policies, rules and regulations established by the Pawnee Board of Education or attempt to violate a policy, rule, or regulation. Refusal to obey could constitute cause for discharge. Repeated minor incidents of misbehavior are cause for discharge.

### **Crisis Management Plan**

Each office on campus has a copy of the Crisis Management Plan. This Plan is designed for our quick and organized response to threats or actual violence against the school, its students, or staff. As a non-certified staff member, you will be given a set of duties and responsibilities that you must perform if the plan is put in place.

### **Jury Duty**

In the event an employee must be away from work due to being called for jury duty, appearing in court in response to a subpoena, serving as a witness or has a deposition taken in any school related matter pending in the court, the District will pay full salary during the time away from the job. Jury duty reimbursement should be endorsed to the district. Mileage will be returned to the employee. An employee should give the District at least 5 days prior notice pending jury duty.

## **Crisis Management**

### Disaster Drills

Procedures are in place for reacting to threats such as tornadoes, violent storms, and earthquakes. The Principals have identified the routes each classroom or group of students is to take in the event students and staff need to re-locate to safe areas within the building. If a severe weather situation threatens the school, an announcement will be made for the correct course of action.

Guidelines to insure safety of our students include:

- Minimize confusion, avoid panic and maintain a serious attitude. Students and staff are directed to be silent and listen for information. Each member of the staff must display calm, confident leadership to keep the students safe and informed.
- Each staff member should assist in being certain that all students are accounted for during a drill.
- Students in hallways, restrooms, gyms, or on playgrounds should return to their classrooms or, if that is not possible, the nearest safe area, immediately.
- Safe places within the building will be assigned to each room by the building Principals. The Principals will also assign evacuation routes.
- When the alarm is sounded, the teacher will check attendance and proceed with the class to their assigned position or on their directed route. Order and silence are extremely important in the drills.

In the event of a threat to campus such as a bomb threat, the entire campus will be evacuated to another pre-determined location. Staff is advised to listen carefully to instructions given at that time for the steps to be taken for evacuation.

### Fire Drills

Employees need to remember the importance of conducting fire drills. The State of Illinois requires the District to conduct multiple drills throughout the school year. Any lack of self-control by any member of the District staff or student population in an emergency may cause panic in an actual emergency. Custodial staff will assist the administrators in determining the reason for an alarm to be sounded. The warning for a fire drill will be the steady sounding of the alarm system and flashing lights on the alarm mechanisms. Procedures for conducting a proper fire drill or actual evacuation will include:

1. Exit quickly and quietly according to predetermined plans for evacuation.
2. Students are not to waste time collecting personal belongings.
3. Disorderly conduct, talking, etc., will not be tolerated. Once evacuated, teachers will re-check their attendance and notify the Principal of any missing students.

4. The all-clear announcement will be made once it is verified that the building is clear and safe to re-enter.

### **Discipline of Students**

Each District employee has a responsibility to ensure the safety and welfare of students. If students are doing unsafe or inappropriate things, you should intervene and report such behavior to a teacher or the Principal. Situations may arise in which the use of physical force may be necessary to protect the safety of students, staff members or school property. In such instances, the use of physical force is not considered discipline or corporal punishment. Staff may use reasonable force to maintain safety for students, school staff, or other persons. Reasonable force may also be used for self-defense, the defense of property, or as necessary to quell an immediate disturbance and bring about compliance with school rules. Purposeful injury of a student is allowed ONLY when necessary to prevent imminent serious injury to the student or another individual. NEVER react out of anger toward a student.

Teachers and administrators are specifically trained to deal with students. If you observe student behavior that you feel is inappropriate, report it to a teacher or Principal or supervising administrator.

### **Discrimination and Sexual Harassment**

The School District expects the workplace environment to be productive, respectful, and free of unlawful harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Harassment of students, including but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*.

#### Sexual Harassment Prohibited

The School District shall provide a workplace environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of

humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

#### Making a Complaint: Enforcement

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge. An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*).

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use the Board policy 2:260, *Uniform Grievance Procedure*. Employees may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

#### Whom to Contact With a Report or Complaint

Nondiscrimination Coordinator:  
Mr. Gary Alexander, Superintendent  
810 4<sup>th</sup> Street  
Pawnee, IL 62558  
217 625-2471, ext. 202

#### **Drug- and Alcohol-Free Workplace**

All District workplaces are drug- and alcohol-free workplaces. All employees shall be prohibited from:

1. Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District, and
2. Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,

3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

1. Abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 calendar days after such a conviction.

#### District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the School Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies.

#### **Emergency School Dismissal/School Closing Procedures**

Weather conditions or other circumstances may require the early dismissal of school or the closing of school. Area radio and television stations will be notified in the event such a decision is made. School Reach will be used as a forum to notify when a school closing or early dismissal occurs. In the event school will be dismissed early, employees will be notified through announcements.

Custodial and maintenance staff will report to work for the purpose of removing snow under the direction of the maintenance and grounds supervisors as well as other duties assigned.

If school is in session, all staff are expected to report to work.

#### **Employee Responsibilities**

Your responsibilities as a non-certified employee of the District include:

1. Performing all duties competently as directed.
2. Adhering to all of the general policies of the District as they apply to each job.
3. Completing all assignments given by your immediate supervisor, building Principal, and Superintendent.

4. Reporting for work at the designated time; remain at your duties for the entire shift.
5. Reporting to work in proper attire for your job assignment, be neat and well groomed in appearance and exhibit good personal hygiene.
6. While on duty, presenting a pleasant, helpful attitude to the public, students and fellow employees of the District.
7. Collecting information and submitting reports as requested by the Superintendent, building Principal or immediate supervisor.
8. Exercising care for school supplies, equipment, and the school areas in your charge.
9. Employees shall not engage in unauthorized use of school property, including but not limited to telephones, photocopying, computers, tools, vehicles, fuel, etc.
10. Reporting to your supervisor, building Principal, or the Superintendent any serious destruction of school property.
11. Complete written reports of accidents or injuries that you believe may require medical attention.
12. Attending all staff meetings or meetings called by your supervisor.
13. Prohibited from working under the influence of any intoxicating liquor or drug.
14. Conducting yourself properly. Each employee is an adult who should model appropriate behavior that influences the demeanor of the workplace. Exhibit professionalism. No fighting, use of profanity, obscene comments or sexual advances directed toward other individuals on the part of employees shall be allowed. Employees shall not argue in the presence of students and should be mindful of the confidential nature of discussions in the presence of students.
15. Performing other duties as may be assigned from time to time by the Board of Education, the Superintendent, building Principals, or immediate supervisors.

## **Employment At-Will, Compensation, and Assignment**

### Employment At-Will

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in School Board policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing non-certificated employees at-will but shall maintain a record of positions or employees who are not at-will and the reason for the exception.

### Compensation

The Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law, shall not work

overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month.

#### Assignment

The Superintendent is authorized to make assignments and transfers of educational support personnel.

### **Family and Medical Leave**

#### Leave Description

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act, for up to a combined total of 12 weeks each year, beginning September 1 and ending August 31 of the next year.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered service member (defined herein) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered service member begins.

While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave. All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

1. FMLA leave is available in one or more of the following instances:
2. The birth and first-year care of a son or daughter.
3. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
4. The serious health condition of an employee's spouse, child, or parent.
5. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
6. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. A "covered military member" must be either a member of a Reserve component or a retired member of the regular Armed Forces or Reserve. "Qualifying exigencies" exist in the following categories: short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, rest and recuperation, post-deployment activities, and additional activities as provided in the FMLA regulations.



7. To care for the employee's spouse, child, parent, or next of kin who is a covered service member with a serious injury or illness. A "covered service member" is a member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty for which he or she is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with FMLA regulations.

#### Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

1. The employee has been employed by the District for at least 12 months and has been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than 7 years before the date of the most recent hiring, except when the service break is due to National Guard or Reserve military service or when a written agreement exists concerning the District's intention to rehire the employee.
2. The employee is a full-time classroom teacher.

#### Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

#### Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a certificate completed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a certificate completed by the employee's health care provider.

3. When the leave is to care for a covered service member with a serious illness or injury, the employee must provide a certificate completed by an authorized health care provider for the covered service member.
4. When the leave is because of a qualified exigency, the employee must provide a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the covered military member's active duty service.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every 6 months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of 6 months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

#### Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

#### Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within 2 business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for 8 consecutive weeks whether he or she intends to return to work.

#### Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may

impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

#### Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

### **Gossip and Student Information**

Non-certified employees are not licensed to make evaluative judgments concerning students. Information you learn about students through your daily work is to be treated as confidential and not discussed in public. This is for your protection as well as the protection of the student. Non-certified employees are not to contact parents directly concerning a student situation or problem without the express approval of the appropriate building Principal or supervisor. Comments and judgments concerning teacher and teacher aide performance should be directed to the building Principal. If a non-certified employee has a concern regarding a certified staff member, the non-certified employee should contact the building Principal. It is the Principal's responsibility to evaluate teachers and teacher aides. Those performance judgments should be left to the Principals.

Failure to follow this directive may result in disciplinary action up to and including termination. As was stated at the beginning of this handbook, you as an adult are expected to model appropriate behaviors for our students and set the tone for how parents feel about our District. **Idle gossip concerning students and employees of this District can be damaging to individuals and create an unwanted negative image of our District in the eyes of the community members we serve.**

### **Hiring Process and Criteria**

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. No individual will be employed who has been convicted of a criminal offense listed in Section 5/21B-80 of the School Code.

All applicants must complete a District application in order to be considered for employment.

### Job Descriptions

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

### Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. The Superintendent or designee shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for purposes of clarifying the information, the Department of State Police and/or Statewide Sex Offender Database.

The Superintendent or designee shall ensure that an applicant's credit history or report from a consumer reporting agency is used only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section 5/21B-80 of the School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

### Physical Examinations

New employees must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease, including tuberculosis. All physical fitness examinations and tests for tuberculosis must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination and tuberculin test performed no more than 90 days before submitting evidence of it to the Board.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity.

### Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position.

### **Insurance**

The District has Workers Compensation Insurance which covers all certified and support staff in the event of personal injury while on duty in the school building or on school business. Please report any such injury immediately to Principal, Supervisor, or School Nurse. Employees should have the School Nurse examine all injuries.

Students have accident insurance through the school. If an accident occurs in your presence or you have knowledge of such an accident, report it immediately to a Principal and then complete an accident report form. The School Nurse should also be informed.

### **Keys and Building Security**

Building security is a very serious concern for our school and our students. Employees may be issued keys and an electronic key badge for accessing certain locations on campus that are related to their job. Students should never be entrusted with school keys. If keys or an electronic key badge are ever lost, notify the Unit Office, Building Principal, or your supervisor immediately. When leaving a work area for an extended period of time, staff members should turn off the lights, secure the windows, and lock the door(s).

Your electronic key badge will operate most door locks by holding badge near the card reader located near the door you are trying to enter. After using your key, be sure the door is latched behind you after you enter the building. Do not leave doors propped open unattended for extended periods of time. If a door needs to be left open for you to complete a specific task, be sure to close it once your task is complete. During the school day, doors should not be unlocked to the general public to access the building. Doors should be secure after school hours with the exception of special events, such as ball games, concerts, or meetings and even then only specific entrances should be unlocked, not the entire building. Activities that occur before or after school (practices, club meetings, etc.) must be supervised by a staff member. It is the responsibility of the supervising staff member to make certain the doors are monitored for entry and then locked once the group has arrived. Employees who fail to follow expectations for building security may be subject to disciplinary action.

### **Overtime and Workweek and Compensation**

The assigned work for all positions shall be completed efficiently and within the work hours prescribed. Failure to complete work within the assigned hours will bring into question the staff member's ability and effort to do the required work and may constitute cause for discharge.

### Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Sunday until 11:59 p.m. Saturday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. "Overtime" is time worked in excess of 40 hours in a single workweek.

### Overtime

The School Board discourages overtime work by non-exempt employees. A non-exempt employee shall not work overtime without his or her supervisor's express approval. **Non-exempt employees who work overtime without the express prior authorization of his or her supervisor shall be subject to discipline, up to and including dismissal.** All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and supervisor and submitted to the Unit office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. Non-certificated employees may be suspended without pay in accordance with Board policy 5:290, *Educational Support Personnel - Employment Termination and Suspensions*.

### **Payroll Procedures**

Salary payment shall be made in twenty-six bi-weekly payments on Fridays' beginning in September or the last working day prior. Unless an employee is salaried, the amount an employee is to be paid is based on the number of hours to be worked in a week/year. The Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Employees shall not falsify payroll documents; falsifying payroll documents may result in termination.

The Federal Insurance Contributions Act (FICA) requires us to withhold a portion of employee wages and pay them to the government trust fund that provides retirement benefits. This is commonly referred to as Social Security. Arrangements may be made for payroll deductions such as dependent insurance, tax sheltered annuities, optional dental coverage, cancer insurance, life insurance, and other items approved by the District.

The staff member and his/her agent are responsible for being in compliance with IRS regulations governing 403b- sheltered annuities.

Employees have the option for direct deposit of their paycheck with an approved bank or similar institution. Arrangements need to be made by the employees with the institution and the District Office

Deductions may be made from staff members' paychecks for absence from work without pay (dock); your pay will be reduced based upon your calculated hourly rate of pay.

### **Pension**

All non-certified employees whose position is expected to exceed 600 hours per year must by law participate in the Illinois Municipal Retirement Fund (IMRF). Each participating employee must have 4.5% of their monthly gross pay deducted for their IMRF contribution. The Board will contribute a state-mandated contribution on behalf of each eligible employee's retirement.

### **Performance Evaluation**

Each non-certified staff member's job performance shall be evaluated by his/her direct supervisor. The evaluation process may include day-to-day monitoring of job performance and scheduled annual evaluations on forms applicable to the job classification. Performance evaluations can be executed more than once a year at the discretion of the supervisor and Superintendent.

### **Personnel Records**

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and School Board policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent. No one else may have access to an employee's personnel files and personal information except for: (1) a supervisor or management employee who has an employment or business-related reason to inspect the record, or (2) anyone who has the employee's written consent.

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance.

The Superintendent shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

### **Requisition of Supplies and Equipment**

Requests for purchases of all materials, supplies, and equipment must be recorded on a Purchase Request form. All required information must be completed on the form. Your immediate supervisor must sign the purchase request and it must be submitted to the Superintendent for final approval. Staff should not make local purchases, telephone or on-line Internet purchases without prior approval and proper documentation. Items purchased locally should be documented with receipts. All transaction documentation must be submitted to the Unit Office.

### **Seniority List, Non-Certified Employees**

The District maintains a seniority list of non-certified employees as required by State law. If the Board takes action to reduce the number of non-certified positions in a specific category, the last or most recently hired person in that category will be the first to be terminated. Each non-certified staff member holds seniority in the category of the position they hold. The beginning date for seniority is the actual date the employee started working **in the position**.

Seniority only applies to the category of the position held, i.e., custodians, cafeteria workers, office staff, drivers, etc. Seniority shall not be used to determine promotion, building assignments, overtime assignments, specific work assignments, or any other purpose than to reduce the work force in the event the Board makes such a decision.

### **Smoking and use of Tobacco**

State law prohibits smoking and the use of tobacco (smoking & chewing) on school property at any time. Failure to comply with this law and policy will be considered misconduct by an employee making him/her subject to termination.

### **Tax Sheltered Annuities**

Staff members may decide to participate in approved Tax Sheltered Annuity (TSA) programs also known as IRS 403b plans. If you are interested in setting up such a program, you must notify the Unit Office.

TSA plans are governed by legal limits on total contributions in a calendar year. It is each employee's responsibility and his/her financial advisor to know and abide by the limits. Changes in TSA deduction amounts should be made by contacting the Unit Office.

### **Personal Technology and Social Media; Usage and Conduct**

#### Definitions

**Includes** - Means "includes without limitation" or "includes, but is not limited to."

**Social media** - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes *Facebook, LinkedIn, MySpace, Twitter, and YouTube*.



**Personal technology** - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes smart phones such as BlackBerry®, Android®, iPhone®, and other devices, such as, iPads® and iPods®.

#### Usage and Conduct

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships in policy 5:120, *Ethics and Conduct* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:120, *Ethics and Conduct*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Comply with policy 5:130, *Responsibilities Concerning Internal Information*. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.
5. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
8. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney

fees, incurred by the District relating to, or arising out of, any violation of this policy.

### **Termination, Quitting, Leaving Your Job**

Non-certified employees who decide to leave their employment with the District are expected to give the Board of Education two-week notice. We expect the standard two-week notice; the only exception would be if the Superintendent would waive the requirement.

All non-certified employees of the District are Employees at Will. Any non-certified employee may be released from employment with the District because of incompetence, negligence, or any other reasons when the opinion of the Superintendent and the Board of Education believes it is in the best interest of the District to do so.

### **Visitors**

All visitors should report to the Office and sign in before proceeding to any part of the building. If you notice someone in our building who is not an employee, greet them and escort them to the office for them to sign in. Whenever visitors are present on campus, staff members should make them feel welcome. This is a very important positive public relations practice for our community and parents.