



Employee Handbook

This Handbook has been developed to supply you with basic information about your employment with RLAS-116. It is intended to be used for informational purposes and does not represent a contract for employment or an extension of benefits, or legal protections beyond those already supplied in statute, regulation, Board policies and District procedures or through the collective bargaining process.

Prepared by the Human Resources Department
For the Round Lake Area Schools
Community Unit School District 116

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Message from the Superintendent

Round Lake Area Schools Community Unit School District 116 has developed this Handbook to supply you with basic information about your employment with the school district. It references select District policies and procedures, contract provisions, as well as general employee requirements and benefits.

You have joined a school district that is committed to becoming a widely recognized leader in the field of education. You will be working with a team of professionals who, through diligence and sacrifice, are bringing us to this high standard of excellence. We stress the importance of our professional learning community and strongly encourage each of our employees to become an integral part of this rewarding and worthwhile initiative.

I ask that you assist us in our collaborative efforts as we work to ensure a safe and secure environment. It will be through your good efforts that this can continue to happen. In return, I can say with confidence that you will be afforded a professional experience that is both challenging and rewarding. We welcome you with pride to District 116!

Working on behalf of the children,

Dr. Donn P. Mendoza Ed.D.
Superintendent of Schools

INTRODUCTION

This Handbook serves two purposes: as an overview for your orientation; and as a general reference during your employment with the District. It is not intended to be a definitive source of information on all of the terms and conditions of your employment.

The information contained in this Handbook is subject to revision based on collective bargaining, statutory, or Board of Education changes. Your employment will be regulated by federal and state laws, Board policies and District procedures, and the collective bargaining process. Except as noted, the provisions in this Handbook are intended to apply to all employees to the extent that they do not conflict with an applicable collective bargaining agreement or individual contract. In the event of a conflict, such provision is severable and the applicable bargaining agreement or contract will control.

If you are a bargaining unit employee, consult your contract for definitive information on the terms and conditions of your employment; it will serve as the most detailed and up-to-date source of information.

Federal and State laws and Board policies and District procedures, govern administrative and non-union employees.

This Handbook has been designed to make it possible to prepare additions and revisions to be distributed periodically as may be necessary or desirable. It is intended to be used for informational purposes and does not represent a contract for employment or an extension of benefits, or legal protections beyond those already supplied in statute, regulation, policy or through the collective bargaining process.

The Mission of RLAS 116

Ensure educational excellence for everyone.

THE VISION

To become a nationally top-ranked school district.

CORE VALUES AND BELIEFS

- All students can grow into productive members of their community.
- Staff must hold high expectations for both themselves and students.
- Staff must build healthy relationships with students.
- Parent involvement/engagement is essential to student success.
- Positive community relations depends upon mutual transparency, trust, communication and partnerships.

Employee Responsibilities

Building Access after Hours

Building access after hours must be approved by a Building Administrator. Activities in any school after hours must have a Custodian present at all times unless authorized by the Director of Facilities and Grounds.

Building Access Cards

Building Access Cards are issued by the Director of Facilities Operations upon approval by a direct Supervisor. Cards may be obtained from the Facilities and Grounds Department between the hours of 8:00 a.m. and 4:00 p.m. located at the Operations Service Center (OSC). The Card is active between 6 a.m. and 10 p.m. on weekdays and between 8 a.m. and 6 p.m. on weekends. Some staff may have access to the building at other times, based on their job function

If cards are lost or stolen, the employee must report it to the Facilities Department as soon as possible. A replacement card will cost the employee \$10.

Building Key Policy

Keys to external building doors will not be provided to employees. If an employee needs access to a building she/he should use the Building Access Card. Individual Building Room Keys are issued by the Facilities and Grounds Department upon approval of the Building Administrators and must be returned at the end of the school year. If additional keys are needed they may be obtained from the Facilities and Grounds Department between the hours of 8:00 a.m. and 4:00 p.m. located at the OSC.

If keys are lost or stolen, the employee must report it to the Facilities and Grounds Department as soon as possible. Replacement keys will cost the employee \$25/each. Lost keys may result in additional charges due to the replacement cost of locks.

Confidentiality

Information employees obtain as the result of their employment with the District may be confidential. Respect for the dignity of students, employees, and the administration requires that employees discuss any confidential matter only on a need to know basis. The District will comply with requests for public information as they are received in accordance with state law and Board of Education policy. Any requests which could involve confidential information should be directed to the Director of Human Resources.

Conflicts of Interest

District employees must be careful to avoid conflicts of interest. A conflict of interest is defined as any judgment, action or relationship that may benefit you or another party because of your relationship with the District. All employees are asked to avoid outside activity involving obligations that may compete or be in conflict with the best interests of the District. Employees must disclose the facts of any transaction that may be considered a conflict of interest before the fact or as soon as the facts become known to the employee. If an employee is currently in a situation that may present a conflict of interest, contact our Human Resources Department.

State law and Board of Education policies prohibit certain activities. These include:

- Selling or having any financial interest in selling anything to the District or any program or building.
- Using District facilities, supplies, equipment, or student labor in making or repairing anything for your personal gain or to provide services to the general public. This does not, however, prohibit employees from renting and using District facilities on the same basis as members of the public.
- Selling anything at work to students or other employees for personal gain.
- Accepting gifts or things of value in return for recommending that the District or a program buy a particular product or buy things from a particular store or salesperson.
- Purchasing items for personal use through the District or an individual program.

Consensual Relations

Consensual romantic and/or sexual relationships between persons employed by the District, such as relationships between employees and their administrator or between co-workers are strongly discouraged. These relationships have the potential to disrupt the employment and educational environment and tend to present inherent dangers to the people involved. If such a relationship becomes the basis for a sexual harassment or sexual violence charge, it will be exceedingly difficult to defend against the charge on the grounds of mutual consent.

With respect to consensual relationships between an administrator and subordinate employees, administrators are required to notify the Human Resources Department of such relationships to ensure that both parties and the District are protected against claims of harassment and reprisal. This requirement applies when the administrator either directly or indirectly supervises the employee.

In the event that any consensual relationship becomes non consensual, employees are reminded that they are to follow the provisions of the District's harassment policy to report any workplace conduct which they believe constitutes harassment or discrimination.

Under no circumstances may any employee of the District engage in a romantic or sexual relationship with a student enrolled in their program or classes, or provide personal services to

a student within their chain of command. Employees engaging in such relationships with students will be subject to disciplinary action up to and including termination.

Physical contact of a romantic and/or sexual nature on District property or in District vehicles is strictly prohibited, whether during or outside working hours. Employees engaging in such contact will be subject to disciplinary action up to and including termination.

Cultural and Religious Diversity

The District values diversity and is committed to a work environment in which all individuals are treated with respect and dignity. Each District employee has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. The District expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment.

Regardless of one's religious or spiritual beliefs, the District encourages all students and employees to have an appreciation for and tolerance of the many points of view which they may encounter among the District's many students and employees.

Display of Religious Symbols and Decorations

The District will neither promote nor discourage any religious belief or non-belief. Instead, all students and employees are encouraged to have an appreciation for and tolerance of the many points of view which they may encounter among the District's many students and employees.

The District recognizes and respects the right of all of its employees to engage in private and quiet religious activities, so long as that conduct is not disruptive and does not interfere with the rights of others to not participate in those activities or to have those activities imposed upon them. Employees whose religious beliefs require religious activity during the work day are to request of their administrator a non-disruptive place for such practice. Time for such practice will be during break periods or non-paid time.

In some religious traditions there is an expectation that specific apparel will be worn in the workplace. Moreover, many employees occasionally choose to wear to work clothing that suggests or implies the observance of a religious holiday. The District is committed to balance the rights of employees to express their religious beliefs with the right of their co-employees to not have religious beliefs, customs, or practices imposed upon them. At the same time, the District requires all employees to maintain a professional appearance and to respect the integrity of the workplace. Restraint, tolerance, and respect for the traditions of other employees is both expected and required.

District Property

The District may supply employees with equipment or supplies to assist them in performing their job duties. Employees are expected to show reasonable care for any equipment issued and to take precautions against theft. Any District property including equipment and keys issued must be returned prior to the employee's last day of employment.

The use of District resources, including office supplies and equipment, word processors, copying machines and fax machines, in connection with or in support of any personal use is not appropriate and may be cause for disciplinary action.

Employees are to use telephones, computers, fax machines, and other communication devices for District purposes only. Employees should make personal telephone calls during their break or meal periods. Personal correspondence should be written on the employee's own time. The District should not be used as a personal mailing address.

Voice Mail is assigned to designated employees. Employees with voice mail should listen to their messages frequently during the day and return messages in a timely and responsive manner.

An individual mailbox may be assigned to employees at their work site or at one of the District's service centers.

Any and all decoration of work spaces by employees is expected to be done in a manner which is not disruptive to the workplace and does not interfere with employees' work performance. Employees are expected to be sensitive to the rights and views of others. The visibility of decorations to other employees, and their resulting impact upon such employees, should be considered before placing them in the workplace.

All employees are responsible for proper use of District property, for ensuring safety, and for representing the District in a positive manner. Equipment and supplies must be used carefully and responsibly. Wasteful or improper use of District equipment and materials may be cause for dismissal. Employees who fail to use care in the protection of District property may be held financially responsible for its loss or damage.

Documentation

Integrity is a core value of the District. Therefore, intentional inaccuracies on official District documents such as time sheets, job applications, etc. are prohibited and are grounds for disciplinary action, up to and including termination.

Driving Requirements

When employees are required in the course of their job to drive a District owned or leased vehicle, the District is the primary insurer. Employees must have the correct type of driver's license for the vehicle they are driving (e.g. CDL for Bus Drivers). Employees may also need other endorsements. If a driver's license is required for the job, employees must report to their immediate administrator any traffic violation for which they are convicted, even if it occurs on their own time and in their own vehicle. By law, this needs to occur within 30 days. Such employees must also notify their administrator immediately if their license is suspended, revoked, or canceled.

Employees who are required to use their personal vehicle on District business may be eligible for mileage reimbursement at a rate approved by the District. To receive mileage reimbursement, employees must carry and show proof of a driver's license and proof of insurance in the amounts required by the State of Illinois. Employees may also receive payment or reimbursement of travel expenses if approved training, work or professional development requiring the employees to travel outside the District. All reimbursement for mileage must be exclusive of mileage to and from their home and must be based on the mileage from their normal place of work in the District. Employees must verify their eligibility for reimbursement in advance because all expenses are subject to District approval procedures and audits. For more information, employees should contact the Business Department.

Employees driving a vehicle for work-related purposes are expected to: (1) drive defensively; (2) wear their seat belt; (3) allow plenty of time for travel; (4) make accommodations for bad weather; and (5) carry appropriate equipment in their vehicle to ensure safety.

Employee Dependability and Absences

All District employees are responsible for maintaining good attendance. Employees are expected to report to work on time, adhere to the time periods established for breaks and meals, and remain at the assigned work station throughout their scheduled work period or until properly relieved. Employees have online access to all their own payroll and use of leave records on Skyward. Instructions for accessing this information can be found on the Human Resources page of the staff intranet-Skyward Employee Access Instructions.

All leave, whether paid or unpaid, must be scheduled in accordance with Board policies, District procedures and collective bargaining agreement as applicable. All employees are expected to notify supervisory personnel as far in advance as practical of expected absences from work. The reporting of such information must include the reason for the absence, expected duration of the absence and expected return to work information, and any other information that would have an impact on the work environment during the employee's absence.

All employees must report their unscheduled absences, including tardiness, to their immediate supervisor or their designee prior to the start of their workday. Unless an emergency situation dictates otherwise, messages may not be left by third parties (i.e. friends, relatives, etc.) or left with administrative staff or co-workers unless the immediate supervisor has designated that individual to receive absence notifications.

Employees' jobs are important and arrangements must be made to handle their workload so service can continue to the District's students and colleagues. Therefore, prior to taking accrued leave time employees are required to enter their absences into Skyward at the same time they are entering into AESOP.

Employees are expected to manage their personal affairs in a manner, which will enable them to report to work on a regular and dependable fashion. We recognize that there may be situations beyond an employee's control that cause absences from work. To the extent possible, employees are expected to minimize the absences related to unanticipated absences.

Remember also that leaves are not an entitlement, but rather a benefit to be used as necessary. Accumulated sick time can help insure continued income during an extended illness or injury and can be converted to additional credits at retirement.

Remediation

Excessive absences or lateness, and excessive patterns of absences or lateness may lead to disciplinary action, up to and including termination. If you are absent from work for three (3) consecutive days without notice, you will be subject to termination for job abandonment.

Employees who fail to meet acceptable dependability and attendance standards may be placed on remediation. Prior to placing an employee on remediation, the employee's supervisor must meet with the employee to discuss any areas requiring remediation. Grounds for placing an employee on remediation can include, but may not be limited to:

1. Using one-half or more of your annual accrued sick leave without a doctor's verification by the District's winter break;
2. A pattern of non-attendance at SIP days;
3. Habitual tardiness (i.e. three or more occasions in a six-month period);
4. Any no call/no show;
5. Unauthorized absences i.e. absences taken that have not been approved by the direct supervisor;
6. Exhaustion of sick leave;
7. A pattern of tandem occasions (i.e. absences before or after weekends or before or after a holiday)
8. Fraudulent use of sick leave (e.g. attending a social function during the workday while on sick leave);

Employee Discipline and Dismissal

Employee discipline and dismissal are detailed in Board of Education policies and District Administrative Procedures. If you are a bargaining unit member, you may have additional rights relative to discipline and dismissal. In addition to the rights provided in policy and the collective bargaining agreement, a union employee has the right to have a union representative present during an investigative interview. An investigative interview is one where the employee is to be questioned on matters that the employee reasonably believes may lead to discipline or other adverse consequences.

Employee Ethics and Conduct

All District employees are expected in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. Any employee who sexually harasses a student or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

For additional information regarding District policy regarding ethics and gift bans, outside employment and conflict of interest refer to Board of Education Policy 5:120 or contact the Human Resources Department for guidance.

The District's Standards of Conduct and list of behaviors that are prohibited are outlined in the *Code of Ethics and Whistleblower Policy* (Appendix B) and *Employee Conduct Procedure* (Appendix C). Employees who fail to comply with the procedure and other policies governing employee conduct may be subject to discipline in accordance with the *Employee Discipline Procedure* in Appendix D.

Employee Meetings

Employee team and other meetings provide an important link between employees, co-workers, and administrators. Periodically, employee meetings may be held for the purpose of hearing guest speakers, holding open forums, obtaining new information, education/training and/or receiving updates on what is happening in the District. Administrators are encouraged to meet regularly with employees and inform employees as to the frequency and location of these meetings. Limits on the number of required meetings for certified staff are in the Collective Bargaining Agreement section 16.6.8.1

Employee Relations

The success of the District depends on the development and effective deployment of a full range of employee abilities and on strong mutual commitment between the District and its employees.

It is the goal of the District to provide employees with conditions of employment which will:

- Assist all employees to acquire the skills and experience to carry out their duties and responsibilities in a proficient manner;
- Recognize each individual's merit through opportunities commensurate with each employee's ability and performance;
- Provide employee training and development, and compensation programs;
- Recognize and value the diversity of employees and ensure freedom from bias and discrimination;
- Provide a work environment that invests in the success of employees, encourages self-motivation, honesty, trust, and high legal and ethical standards;
- Provide employees with the relevant information needed to conduct the District's business;
- Connect employees with the achievement of the District's mission, vision and values; and
- Afford all employees an effective process for communicating their views in a positive and respectful manner.

Field Trips

Standard field trip requests (those that do not require BOE approval) must be approved by the Building Principal or Division Chair & Director of Teaching and Learning at least 30 school days prior to the proposed date of departure. Field trips requiring BOE approval (overnight and/or more than 200 miles round trip) must adhere to the Approval Deadlines noted in the Field Trip Request Form. Field trip request forms can be found in your building's main office. Exceptions to these deadline requirements will be considered in situations where the scheduling of activities is beyond the control of RLAS District 116 staff.

Gifts and Gratuities

It is essential that all District employees are perceived as above reproach and free from external influences. Board policy requires that employees decline, gifts, gratuities, or favors from any outside organization or vendor doing business with or seeking to do business with the District. Specific limitations on receiving gifts are in Board policy 2:105. Any questions regarding this subject should be directed to the Business Department.

Internal Communications

Website: The District maintains a website <http://www.rlas-116.org>. It contains a wide variety of information about the District programs, employment, policies, telephone numbers, upcoming events, community education, and the like.

Staff Intranet: The staff intranet is a secure local network where employees find district information such as procedures and forms.

Publications: There are several publications available that keep employees connected to the many activities, programs, and newsworthy events occurring in the District. Some of these include: (1) the District calendar; (2) information from the Superintendent; and (3) various reports that relate to curriculum, instruction and student performance.

Job Responsibilities

It is important that employees understand their assigned responsibilities. Employees should speak with their administrator if they have any questions about their job functions. In addition, most jobs require employees to be flexible and willing to take on new assignments as a result of changing priorities. Therefore, it is very important that employees clearly understand their administrator's expectations and keep abreast of changes in their job.

Employees' basic responsibilities are outlined in their job description. Administrators may give their employees special instructions and assign specific tasks. Employees should not hesitate to ask questions about what they are expected to do.

In addition to the duties listed on the employee's job description, there are certain responsibilities that apply to all employees. While this list is not exhaustive, employees are expected to:

- Spend the work day productively and effectively by following administrative directions, performing their assigned tasks, demonstrating an awareness of priorities, and accomplishing each task safely and accurately;
- Follow District, building, and program policies and procedures;
- Be at work when they are scheduled for work (that is, to attend work regularly, arrive promptly, not abuse sick leave, lunch periods or breaks, and not leave early without administrator approval);
- Notify their administrator as soon as possible when they are not able to come to work (due to illness) or when they will be late;
- Be aware that vacations and time off must be scheduled in accordance with department needs and to request vacation time in advance;
- Work when they are supposed to be working (for example, not attending to personal matters during work hours);

- Cooperate with reasonable work requests from their co-workers; and
- Perform job duties consistent with their classification and as otherwise directed by their administrator.

All employees are responsible for proper use of District property, for ensuring safety, and for representing the District in a positive manner. Equipment and supplies must be used carefully and responsibly. Wasteful or improper use of District equipment and materials may be cause for dismissal. Employees who fail to use care in the protection of District property may be held financially responsible for its loss or damage.

Licenses and Certifications

Each employee who is required to be licensed or certified by law must maintain a current license or certificate with the Human Resources Department. Individuals are expected to know the date of expiration of their license/certification and meet the requirements for re-licensure or certification in a timely manner in order to remain employed in that capacity.

Teachers and certain other employees are required by law or the Board of Education to hold and maintain state licenses in order to fulfill their job requirements. Renewing licenses and or certifications is the employee's responsibility. If a license is required for the employee's job, he/she must submit proof of the license and any renewal to the Human Resources Department.

Maintaining Student Discipline

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. Therefore, teachers, other certificated employees, and persons providing a student's related service are required to: (1) maintain discipline in the schools as required in The School Code, and (2) follow the Board of Education policies and administrative procedures on student conduct and discipline.

When a student's behavior is unacceptable, the teacher should first discuss the matter with the student. If the unacceptable behavior continues the teacher should consult with the Building Principal and/or discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students. A student's removal must be in accordance with Board policy and administrative procedures.

Teachers must not use disciplinary methods that may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used. Teachers may use reasonable force as needed to keep students,

school personnel, and others safe, or for self-defense or defense of property. Teachers should report any such of reasonable force as soon as practical after it occurs.

Mandatory Reporting of Suspected Child Abuse or Neglect

Any District employee who has reasonable cause to believe that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, will immediately: (1) report or cause a report to be made to the Illinois Department of Children and Family Services on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606, and (2) follow any additional directions given by the Illinois Department of Children and Family Services to complete a report. The employee will also promptly notify the Superintendent or Building Principal that a report has been made. For additional information refer to Board policy 5:90.

Personal Appearance

Each District employee will dress appropriately and professionally based on their duties and practice good personal hygiene. Employee clothing and footwear must be professional, promote personal safety, and not interfere with the employee's ability to respond to an emergency.

Each employee is expected to present an appearance that does not disrupt the educational environment or interfere with the maintenance of a positive teaching/learning climate. Employees are expected to comply with the guidelines outlined below while at District, school and school related activities.

For females, all tops should cover the midriff area. The chest area should be adequately covered, limiting upper body exposure. All skirts/dresses, and shorts, should be no more than two (2) inches above the knee. Leggings and other form fitting clothing must be worn with appropriate covering.

For males, all tops should cover the middle area with a minimum of a short shirt length sleeve. The chest area should be covered. Pants should be tasteful and properly fitted. Pant legs must be equal in length and fit which is suitable to the build and stature of the employee. Pants should be pulled up to a level which allows for normal walking and movement. Shorts should be long enough to at least touch the fingertips of the employee with an extended arm.

Outerwear is clothing that is designed to be worn outdoors over other clothing. Outerwear includes clothing, such as hats, coats, and gloves. Once in school, outerwear should be stored in the employee's assigned work area. Hooded-type garments are appropriate attire for school as long as it fits properly and the hood is down.

Workplace attire must be neat, clean, and appropriate for the work being performed and for the setting in which the work is performed; free of rips, tears and stains; not faded,

see-through, low-cut, too short or exposes the midriff; and, sized appropriately as not to reveal or abnormally accentuate the body. Jewelry, tattoos, and other accessories (e.g. belts, head adornments, etc.) must be in good taste and non-disruptive to the educational environment.

Examples of inappropriate attire include, but are not limited to, the following: clothing with slogans or messages which are inflammatory, derogatory or provocative; crop tops, halter tops or other clothing that exposes the midriff; gym sweats; tee-shirts as outerwear; beach or recreational wear and inappropriate footwear such as beachwear flip-flops or sandal thongs (work sandals are acceptable); camouflage clothing; and piercings other than ears. Attire that would normally be considered inappropriate while on duty, such as hats or caps, may be appropriate for certain positions or assignments such as coaches, bus drivers, physical education teachers, and maintenance workers. All clothing or accessories which represent gangs, drugs, alcohol, violence, and/or tobacco are prohibited.

Employees are expected to exercise good judgment at all times in their dress and overall attire. Non-compliance with these provisions may result in discipline in accordance with Board policies and District procedures.

Personal Property

The District does not assume responsibility for the loss, theft or damage to personal property. In order to minimize risk, employees are advised not to carry unnecessary amounts of cash or other valuables. Employees who bring personal items to work are expected to exercise reasonable care to safeguard them. Employees are not allowed to bring personal appliances (refrigerators, heaters, microwaves and coffee makers), desk and stand up lamps, unauthorized power strips, and other electrical cords and wires into their work stations, classrooms or individual offices.

While we recognize that there may be a need for certain items to be used in a specific or unique situation, employees must first check with their Principal who, in turn, will consult with the Director of Facilities Operations prior to the above listed items being approved for use in the building.

Political Activity

District policies prohibit certain activities of a political nature. For example, employees cannot actively campaign for a political candidate or issue while on the job or use their position to coerce subordinates or students to make contributions to any political campaign. There are also prohibitions against using students to convey or distribute such campaign materials. Employees should consult the Human Resources Department if they have questions. Additional information can be found in Board policies 2:105 and 8:25.

Reporting Workplace Harassment and other Misconduct as a Mandatory Reporter

District employees are required to report any information pertaining to workplace harassment or other misconduct that falls under their responsibilities to the Superintendent or Director of Human Resources. This will enable the District to investigate and follow up on any such claims. If the allegations are substantiated, appropriate corrective action will be taken in accordance with the law, District policies and District procedures, and the collective bargaining agreement.

Representing the School District

When employees interact with the community and members of the public they represent the District. The impression employees give and the statements they make influence people's perception of our District. It is important that each employee make it a positive one.

Responsible Use of Technology and Social Networks

District resources are for business purposes, and employees using these resources have no privacy rights. The District has the right to access all email, voicemail and Internet files created, received, or stored on District systems and such files can be accessed without prior notification. All messages created, sent, or retrieved over the District's e-mail or Internet is the property of the District.

Employees may communicate with currently enrolled District students only about school-related matters and only through District-approved or District-hosted electronic accounts and applications, such as District e-mail addresses and the official District website within the "rlas-116.org" domain. A District employee who wishes to utilize any technology (e.g. cell phones, including texting) for electronic communication other than those listed above to communicate with current District students should notify his/her building principal and obtain written or electronic consent from the student's parent(s) before utilizing the technology, and copy building principal on the communication.

Any employee who abuses the privilege of District-facilitated access to email, internet or telephone systems will be subject to corrective action up to and including termination. If necessary, the District also reserves the right to advise appropriate legal officials of any violations.

Employees are responsible for the integrity of the resources under their control. All users of District-owned or District-leased information technology systems must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all pertinent licenses and contractual agreements. It is the policy of the District that all members of its community act in accordance with these responsibilities, relevant laws and contractual

obligations, and the highest standard of ethics. Refer to Board Policy 5:125 *Personal Technology and Social Media; Usage and Conduct* and 6:235 *Access to Electronic Networks* and the associated Administrative Procedure on the District website at <http://www.rlas-116.org> for complete guidance. All users of technology agree to hold harmless the District, its employees and agents from any claim arising out of the user's breach of these policies.

The District reserves the right to extend, limit, restrict or deny privileges and access to its information resources and to monitor usage when violation(s) are suspected.

Solicitations

District employees are not permitted to solicit donations or sales, nor be solicited for donations or sales, on school grounds without prior approval from the Superintendent. Individuals, groups and organizations often wish to solicit employees to support a particular activity or organization. This solicitation may be charitable, political, union or for other purposes. Solicitations that are sanctioned by the Superintendent are permitted.

Staff Identification Cards

All staff should have their District 116 identification (ID) cards visible on their person at all times. If an ID card needs to be replaced, please contact the Human Resources Department.

Teamwork

Teamwork is one of the District's core values. Providing a quality education for students and a quality work experience involves teamwork between each employee and every other employee in the District. Some important aspects of teamwork are: 1) getting to know co-workers and their capabilities; and 2) helping to create a pleasant, caring and enjoyable work atmosphere. Teamwork is demonstrated by showing respect, cooperation and leadership at all times. Serving as an effective member of the team is critical to accomplishing the District's mission.

Telephones

District telephones are to be used only for conducting District business. They are not to be used by employees for personal reasons. Use of personal cell phones during working hours should be kept to a minimum and reserved for emergency uses. Employees should make personal telephone calls during their break or meal periods.

Voice Mail is assigned to designated employees. Employees with voice mail should listen to their messages frequently during the day and return messages in a timely and responsive manner.

Working Hours

The work day and work year are determined by the Board of Education. Employees' hours of work may vary between the various employee groups and are based on the operating needs of the District. The District may change these working conditions and staffing levels consistent with the Reduction-in-Force statute and the duty to bargain as applicable. Bargaining unit support staff are not required to attend a staff meeting that begins before or after their work day. Nor are they required to be in the buildings beyond 6:00 p.m. without an administrator present. For specific information regarding working hours, lunch, and break times, refer to the working conditions article of the collective bargaining agreement or contact the Human Resources Department.

Appointment and Promotion

The appointment and promotion of District employees is based on the specific requirements of the job including appropriate credentials. The system strives to place the best-qualified people into District service and to ensure that they are fairly treated in the appointment and promotion process. Article XII of the collective bargaining agreement includes information related to the promotion of secretaries, clerks, and teacher assistants.

Accommodations for People with Disabilities

Employees and candidates for employment, who require special accommodations, or someone acting on their behalf, should notify immediately the Human Resources Department. Refer to Appendix A, Americans with Disabilities Act.

Appointment/Employee Types

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 Board of Education 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.

Consultant: A party engaged to offer professional advice or services for a fee, but not as an employee of the party that engages him or her. In unusual situations, an individual may be both a consultant and an employee of the same party, receiving compensation for some services as a

consultant and for other work as a salaried employee. To prevent apparent or actual conflicts of interest, grantees and consultants must establish written guidelines indicating the conditions of payment of consulting fees. Consultants may also include firms that provide paid professional advice or services.

Exempt Employee: An employee who is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

Independent Contractor: A person or company retained to perform work for another, often under a written contract, whereby control is subjected to the end result and not as to how the work is performed. This is in contrast to an employee who receives direction on what, when, and to some degree, how to do a job. What distinguishes independent contractors from regular employees is the degree of control the employer has over the activities being performed.

Non-Exempt Employee: An employee whose work is subject to the overtime provisions of the FLSA.

Full-Time Employee: A full-time certified staff member is currently defined as one who is scheduled to work at least one hundred eighty (180) days, five (5) days a week at the scheduled amount of daily hours required for such staff. A full-time teacher assistant is one who is regularly scheduled to work at least (30) hours per week, five (5) days per week during the school term. A full-time secretary or clerk is one who is regularly scheduled to work at least (30) hours per week.

A full-time bus driver is currently defined as one who is regularly scheduled to work at least thirty (30) hours per week. A full-time custodian or maintenance employee is one who is regularly scheduled to work at least forty (40) hours per week.

Part-Time Employee: A part-time employee is currently defined as a teacher assistant, secretary, clerk, custodian or maintenance employee who does not meet the definition of full-time employee.

Full-Year Employee: Employees scheduled to work for twelve (12) months.

School Term Employee: All those employees scheduled to work at least 176 days per year but less than twelve (12) months.

Support Staff: Any person employed in a position that does not require teaching or administrative certifications.

Job Classification

The District, as an employer of hundreds of people, must systematically describe and group jobs to ensure consistent and fair treatment when assigning, compensating and promoting employees. Consequently, it has established a classification plan for all jobs in the District in

which individual positions are grouped into job classes, with each class composed of positions with similar duties, responsibilities and required qualifications. An employee's job classification is the foundation of the employment process.

Job Postings

The District circulates and posts employment announcements on the District's website and on other recruitment sites as deemed appropriate. The postings include job location, minimum experience and training requirements, and the closing date for applications, at least five working days from the date of posting. District employees are encouraged to apply for openings for which they are qualified. District employees who are qualified and have applied for an opening will receive an interview by the hiring supervisor. Internal candidates who have applied but do not qualify for will be notified by the supervisor as to why they are not qualified for the posting and suggest areas of potential growth as appropriate. Lateral reassignments may be considered for available openings

Positions covered by collective bargaining agreements may be subject to specific posting conditions outlined in those contracts.

Performance Evaluations

The District's performance evaluation system for evaluating the job performance of each employee is in accordance with the standards contained in Board policies as well as in compliance with State law and any applicable collective bargaining agreement. The standards for evaluating teachers and other certified employees have been established in accordance with State requirements and the collective bargaining agreement. The standards for evaluating educational support staff include, but are not limited to: 1) each employee being evaluated at least annually; 2) the direct Administrator providing input to the employee; 3) the employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation being considered; 4) the employee receiving a copy of the annual evaluation; and 5) all evaluations complying with State and federal law and the collective bargaining agreement.

The purpose of the performance evaluation is to evaluate an employee's job performance and response to training. The employee performance evaluation forms and the discussion between employees and their administrator are designed to create accountability in the performance evaluation process. Acknowledgement of employee strengths and accomplishments will be addressed along with the development of an action plan where appropriate. The employee's administrator is responsible for completing the applicable employee evaluation form.

The employee's administrator will meet with the employee to discuss the evaluation and the employee's individual goals for the coming year, if applicable. Employees and their administrators are expected to include any written comments, and both employee and administrator must sign the form. If necessary, the administrator will develop and attach a

professional development plan. The employee's administrator will submit the completed and signed performance evaluation, with attachments (if any), to the building or program administrator for review and approval as necessary.

The employee's administrator also submits the employee's completed and signed performance evaluation, with attachments (if any), to the Human Resources Department to be included in the employee's personnel file. Employees must be allowed to review any and all evaluations. If there is anything in the evaluation that an employee disagrees with, the employee can submit a rebuttal or explanation, which the employer must attach to the evaluation and place in the employee's personnel file.

Employees may receive one or more performance evaluations during their initial probationary period, and as otherwise provided by state law, District policies and procedures, and, if applicable, the collective bargaining agreement. Employees may also receive a performance evaluation in the event of a promotion or when their job duties and responsibilities or job performance have changed significantly and it warrants review. Probationary employees must be evaluated by the end of their first 30 days of continuous service.

Probationary Period

When a staff member is hired, Human Resources will meet with the employee to discuss the conditions of employment, including rates of pay, applicable benefits, and methods of performance evaluation. The first 45 work days of continuous employment at the District will be considered a probationary period. During this period, employees will work closely with administrators and colleagues to learn their duties. This period also gives administrators the opportunity to evaluate the employee's response to training and job requirements. At the end of the probationary period, the administrator will discuss job performance with the employee. Employees who do not meet acceptable performance standards during this period will be separated from District service. Employees who demonstrate satisfactory performance during this period will be given a proficient performance evaluation. Completion of the probationary period does not alter an employee's at-will status or guarantee continued employment for any specified period of time.

During the probationary period, employees will receive benefits to the extent allowed by their job classification, full-time equivalency, and the collective bargaining agreement, if applicable.

In the event of a promotion or reassignment, the first 45 working days following the appointment will be considered a probationary period and a performance review will be conducted at the conclusion of that time.

Employees may not appeal a dismissal during their initial probationary period, but may request an administrative conference with the Director of Human Resources.

Promotions and Reclassifications

Generally, employees may receive an appointment to a higher-level job classification in two ways. First, employees may compete for a new position or an opening that arises when another employee leaves an existing position. The District may use a job posting to obtain a list of candidates to be considered for an opening or it may use a less formal selection process. In either instance, in order to be considered, the employee must meet the minimum requirements for the higher classification and comply with the application procedures. Job announcements are posted on the District website. It is the employee's responsibility to monitor such postings and respond on a timely basis.

Employees may also progress to a higher level through reclassification. After working for the District for a time, it may be determined that an employee's duties have expanded to the point that they are more consistent with a higher-level job classification. In such a case, the employee's administrator will ask the employee to complete a job duties questionnaire, which will be evaluated by the Human Resources Department. If the employee is found to be working "out of class," the District has the option of either removing the higher-level duties or reclassifying the position to the higher level. Certain conditions must be met for reclassification. Employees must have met the minimum experience and training requirements for the higher class, served in their present position for at least six months, and attained a rating of proficient or better on their most recent performance evaluation.

Reassignments/Transfers

Employees may request a voluntary reassignment or transfer within the District. However, teachers shall not be allowed to transfer once the school year has started. The District may also involuntarily reassign or transfer employees under certain circumstances, generally defined in the employee's union contract or in the District's policies and procedures. Reassignments occur for a variety of reasons including when the District seeks to better use its resources, to avoid layoffs, to meet emergency or seasonal conditions or to accommodate the employee.

For employees with unique job titles, transfer options will be limited. Employees should contact the Human Resources Department for more information. Article XII of the collective bargaining agreement includes information related to the reassignment/transfers of secretaries, clerks, and teacher assistants.

Temporary Service in a Higher Class

When a temporary vacancy occurs in a non-entry level classification such as when an employee is on extended sick or maternity leave, the District may fill the opening by temporarily assigning the employee to the higher level, provided the assignment lasts for more than 14 consecutive

calendar days and meets any other relevant provisions. No formal selection process is required, but the employee must meet the minimum qualifications of the class. While serving in this type of service, employees are paid at the higher level, but retain status in their regular (lower) classification. Benefits other than salary, such as vacation accrual, are based on the employee's regular class.

This section does not apply to situations where an employee is assigned to assist with additional duties as a result of a vacancy in another position within the District. For secretaries, clerks, and teacher assistants that situation is addressed in Article XII of the collective bargaining agreement.

Personnel Records

Personnel Records are maintained in accordance with Board of Education policy and the current collective bargaining agreement.

Change of Personal Data

To comply with the law, employment records must be kept up to date. Whenever employees change any personal information such as their name, address, number of dependents, telephone number, emergency contact person or marital status, they must promptly update the information in Skyward - Employee Access. Additionally, in the event of a change of name or marital status employees must notify Human Resources. The address on file in Skyward is considered the employee's official address for employment purposes and communications.

At times, employees may also need to complete another federal and/or state employee withholding allowance certificate (W-4), as well as various health insurance forms. Contact should be made with Human Resources in those situations.

Personnel File

The Human Resources Department maintains the official personnel file containing information about the employee's employment. The material in the personnel file shall not be made known to persons other than Administrators, clerical staff whose responsibility it is to maintain such files, employers, or those as required by law. An employment file generally contains information about an employee's qualifications for employment, promotion, transfer, additional compensation, discharge or other disciplinary action. Matters not directly related to employment, including records relating to a union grievance, cannot be maintained in an employee's personnel file.

Upon written request, employees may examine their personnel and/or medical file by appointment with the Human Resources Department up to two times each year. Generally, access must be provided within seven working days of a request. (An employer can have an additional seven working days to provide access in certain cases.) An employee does not, however, have unfettered access to his or her personnel file. Employees are generally not allowed to view letters of reference, test documents, staffing plans, records subject to a pending claim, investigatory and security records and information of a personal nature about another person that would constitute a clear invasion of privacy. If employees request copies from their file, they will be charged a fee. A member of the Human Resources Department will be present during such review. Nothing will be removed from the files without the permission of the Director of Human Resources. Employees will be notified in writing when any material is to be removed from their personnel file.

Employees also may sign a waiver to allow another person, such as a union official, to review a portion of their file. For example, if an employee is involved in a current grievance against an employer she/he may designate in writing a representative from the employee's union or collective bargaining unit to inspect the portion of the employee's personnel record that may have a bearing on the resolution of the grievance. If an employee disagrees with any information contained in the personnel record, the employee and employer may agree to remove or correct the information. If an agreement cannot be reached between the employee and employer, the employee has a right to submit a written statement explaining the employee's position. The employer must attach this statement to the disputed part of the employee's personnel record.

The District must comply with written requests for information about its employees under the Freedom of Information Act (FOIA). However, an employer may not divulge a disciplinary report, letter of reprimand or other disciplinary action to a third party without first providing written notice to the employee, unless the employee has waived the right to such notice.

Salary and Deductions

Compensation

The Board of Education will determine salary and wages for employees subject to the applicable collective bargaining law. An employee covered by the overtime provisions in State or federal law, will not work overtime without the prior authorization from the employee's immediate Administrator. Employees are paid twice a month.

Federal, State, Medicare, and Social Security Tax

Payroll deductions will be made as required by law.

Garnishment of Wages

Garnishment of wages will be processed by the Payroll Office in accordance with federal and state law.

Overtime Compensation

Exempt employees are not eligible for overtime pay. Non-exempt employees are paid at their normal hourly rate for overtime worked up to 40 hours. Overtime worked in excess of 40 hours in one week is compensated at the rate of time-and-one-half. In most cases, an employee cannot accumulate over 240 hours of compensatory time (representing 160 hours of overtime work). Sick leave may not be used to exceed 40 hours in a week. The time-and-one-half rate is derived from the employees' total compensation, including their basic hourly wage rate and other forms of compensation, such as shift and weekend differentials, and extra-duty stipends. Some employees may be ineligible for the overtime provisions of FLSA. Employees should direct any questions to the Payroll Office.

Overtime assignments must be approved in advance, except in extreme emergencies. Even in those instances, however, administrators must approve the overtime and note the time on the employee's timecard and submit it to the Payroll Office in a timely manner. The federal Fair Labor Standards Act (FLSA), District policy, and/or the employee's union contract govern eligibility for overtime and rate of compensation.

Paycheck/Direct Deposit

Employees are paid on the fifteenth (15th) and the last day of the calendar month. If the fifteenth or the last day of the month falls on a Saturday, Sunday, or holiday, employees are paid on the last workday preceding the fifteenth or the last day of the month. If the payday falls on a non-work day, the District will make its best effort to ensure paychecks are available the last workday preceding the payday.

Any employee hired on July 1, 2014, shall be paid by direct deposit via ACH to their financial institution. We encourage all employees to sign up for Direct Deposit. Direct Deposit is a safe, reliable, and convenient way to receive payments. Direct Deposit will take effect on the *second* pay after submitting the Direct Deposit Authorization form. The first pay will be by live check, as the bank requires a pre-notification to verify the accuracy of your account information.

If direct deposit is not applied for then paychecks will be delivered to the employee's work location. During the summer, paychecks for Custodians and Bus Drivers will be sent to the Operations Service Center. All other summer paychecks will be available for pick up at the Administrative Service Center.

All District checks are void if not cashed within 60 days. A \$25 per check fee will be charged to replace a lost or uncashed paycheck or reimbursement check for any reason.

Pay Level

Employees' job classification determines their salary grade and compensation level. Classifications are assigned to a salary group based on the amount and type of required experience and training, technical importance, difficulty and level of responsibility. Pay rates for exempt and non-exempt jobs are determined based on the principles of internal equity and comparison with external market data. A variety of salary surveys, including government and professional sources, are used. Market data are examined at least once per year. The rate of inflation, as announced by the United States Department of Labor, is a factor in determining pay changes. Changes in pay ranges are made as needed, and as the District can afford to maintain market comparability.

Payroll and Deductions

To start/stop/change any payroll deduction, written authorization must be sent to the Payroll Specialist. Payroll deductions are dispersed electronically whenever possible to ensure secure and timely remittance. You may be required to provide account information in order to set up a deduction. You can contact the Payroll Specialist at 847-290-5511 if you have any questions regarding payroll deductions.

Salary Increases

Salary increments and/or increases are not automatic but based upon the assumption of successful job performance. In addition, step increases will not be given to any staff member who has not been paid for more than ninety days the previous school year. Employees covered by the collective bargaining agreement are paid in accordance with the salary provisions of the agreement. Employees who are not covered by a collective bargaining agreement typically receive salary increases on the pay period including July 1 and are calculated as a percentage or fixed dollar amount within a negotiated salary structure. Increases are subject to the District's ability to pay and other prevailing market indicators such as the rate of inflation as announced by the United States Department of Labor.

State Income Tax

State income tax will be deducted from paychecks in accordance with Illinois state law.

Fringe Benefits

Deferred Compensation Plans

The District sponsors several choices of companies who provide 403(b) tax shelter and 457(b) deferred compensation annuities. Employees may contribute to these annuities up to the maximum allowed by law. Please contact the Payroll Specialist if you are interested in signing up to participate in either of these plans or if you have any questions concerning the program.

Flexible Spending Plan

The District provides flexible spending accounts to eligible employees to deduct pre-tax dollars from their pay to cover any or all qualifying expenses including: (1) unreimbursed medical expenses; and (2) child care expenses.

New employees may sign up for the remainder of the plan year, which begins in September. By using flexible-spending accounts, employees can pay for the above listed expenses with before-tax dollars, thus lowering their taxable income. Employees should contact the Human Resources Department for more information.

Health/Dental/Life Insurance

Single Health Insurance Coverage for the Health Maintenance Organization (HMO) and Preferred Provider Organization (PPO)

The District currently pays 100% of the premiums for single health insurance for HMO and PPO health coverage and dental insurance for employees who work at least 30 hours per week. The health plan as described contains prescription card coverage as well as a vision component (PPO only).

Family Insurance Coverage

The District notifies employees regarding the family rates for health and dental insurance programs during the open enrollment period. If two (2) or more family members work full-time in the District, each employee will receive individual benefits and that amount will be subtracted from family health premiums to be paid by the employee if family health is selected.

Insurance and Benefit Information

Insurance and benefit information can be found on the District's Intranet under Staff Forms. For questions, please contact the Human Resources office. Employees will receive insurance cards for medical and dental coverage. Our current vision insurance provider does not issue insurance cards.

Replacement of Medical Identification Cards

For PPO replacement of Medical ID cards, please contact Blue Cross Blue Shield PPO Customer Service at 800-458-6024 or log on to www.bcbsil.com.

For HMO replacement of medical ID cards, please contact Blue Cross Blue Shield HMO Customer Service at 800-892-2803 or log on to www.bcbsil.com.

For PPO replacement of dental ID cards, please contact Guardian PPO Customer Service at 866-302-4542 or log on to www.guardiananytime.com.

For HMO replacement of dental ID cards, please contact Guardian/First Commonwealth HMO Customer Service at 866-494-4542 or log on to www.guardiananytime.com.

Life Insurance

Individual term life insurance is currently provided to all full-time employees in the amount of \$50,000 with the Board paying one hundred percent (100%) of the cost of the monthly premium.

Open Enrollment and Start of Coverage

Employees will be notified by email of the open enrollment periods. New employees will have ten (10) days from the first day of employment to enroll in the insurance program. Insurance coverage starts on the first day of the month following the first thirty (30) calendar days of employment.

Holidays

Teachers shall not be required to work on, nor will they be paid for, school holidays, except in cases where the District has obtained a waiver.

Except in cases where the District has received a waiver, full year support staff employees shall be paid for legal school holidays and less than full year employees shall be paid for legal school holidays that fall during their work year calendar. Holidays that fall during a school calendar break are not paid for less than full year employees.

Part-time employees shall be paid for holidays that fall on their regularly scheduled work day on a pro rata basis.

In order to qualify for holiday pay, employees must work their scheduled workday immediately before and after the holiday. Only excused paid absences (vacation, personal leave, or sick leave) will be considered exceptions to this policy.

An employee is not eligible to receive holiday pay during an unpaid leave of absence or suspension.

An eligible part-time employee will receive holiday pay only for the number of hours the employee would have been regularly scheduled to work.

Employees who separate for any reason from the District are not entitled to any holiday pay that falls after their last day worked.

Employees scheduled to work on a holiday who do not report for duty will be subject to disciplinary action, including dismissal, and will not be paid for the day. Only excused paid absences (vacation, personal leave, or sick leave) will be considered exceptions to this policy.

Employees covered by a collective bargaining agreement should refer to their contract for additional information.

Religious Holiday

An employee may take time off to observe a religious holiday, provided that work schedules can be accommodated without undue hardship to the district, and provided that the time off is first charged to the employee's available vacation leave or personal leave.

If the employee has exhausted all vacation leave and/or personal leave, the employee may request an accommodation of Religious Holiday without Pay.

Reasonable accommodations to bona fide religious holiday observances should be made in accordance with work scheduling. These absences must be arranged with the employee's administrator, who is encouraged to accommodate the employee's request to the extent that it is practical in the building or department.

If the request is denied, the administrator will provide the employee with a written reason for denial.

Longevity Pay

Longevity pay is paid to those teachers who remain at the last lane and the last step of the schedules and to those secretaries, clerks, custodian/maintenance, teacher assistants, and drivers who remain at the last step of a category and, therefore, receive no step increase. Any teacher or employee who has received longevity pay will continue to receive longevity pay. Longevity pay amounts are included in the collective bargaining agreement.

Payment will be made only to those employees who complete the full teaching year. Payment will be made in one (1) lump sum at the next regular pay period following the close of the school term. All legal deductions will be made at that time.

Retirement Plans

Information regarding retirement benefits including retirement severance bonus award, unused accumulated sick days, payment restrictions, eligibility, early retirement and retirement incentive options, refer to the retirement article of the collective bargaining agreement or contact the Human Resources Department for guidance.

Illinois Teachers' Retirement System (TRS)

The Board of Education will pick up and pay to the Illinois Teachers' Retirement System (TRS), on behalf of each teacher, the statutorily required percentage of the appropriate salary shown on the salary schedule(s). This pick-up and payment will be for the purpose of the Board's assuming a portion of each teacher's required contributions to the TRS. The Board's pick-up and payment to the TRS is included in the appropriate amounts shown on the salary schedule(s). The salary amounts shown on the salary schedule(s) represent the combination of all regular salary benefits payable to each teacher and all amounts picked up and paid to the TRS by the Board. The Board will not be required by this action to otherwise pick up and pay any additional amounts to the TRS on behalf of the teacher. Although designated by the Illinois Pension Code as teacher contributions, the amounts herein required to be picked up by the Board are being paid in lieu of contributions by the teachers. Teachers will not have the option of choosing to receive directly the amounts contributed to the TRS by the Board on behalf of each teacher.

The Board will pick up and pay to the TRS on behalf of each teacher, the statutorily required percentage of all extra-curricular compensation earned by each teacher that is subject to the TRS withholdings. Nothing herein will require the Board to pay teachers extra compensation in excess of the amounts set forth in the extra-curricular pay scale of the collective bargaining agreement. The amounts herein required to be picked up by the Board are being paid by the Board in lieu of contributions by the employee.

How do I apply for a TRS pension?

If you wish to receive a retirement benefit, you must apply to TRS using the appropriate retirement application form. This form establishes your effective date of retirement. Retirement can be effective no earlier than either the last day of the month in which you file your application or the last day of either of the two previous months, provided you have terminated employment by the effective date of retirement. For example, if you want your retirement to be effective January 31, you must terminate employment by January 31 and file your retirement application no later than March 31.

It is extremely important to file your retirement application with TRS by the deadline described above. However, it is also important to submit all other forms required as instructed in your retirement packet or in any TRS correspondence you may receive. Failure to submit all required documents within 12 months of the retirement date you state on your retirement application will result in cancellation of your retirement application. You must then submit a new retirement application, and your retirement date can be no earlier than the last day of the month in which the new application is received or the last day of either of the two previous months, provided you have terminated employment by the new retirement date. No benefits will be payable for months in which the previous application was pending but incomplete.

Illinois Municipal Retirement Fund (IMRF)

Employee contributions to the Illinois Municipal Retirement Fund will be paid for by the Board through salary deduction in accordance with Section 7-173-2 of the Illinois Pension Code.

How do I apply for an IMRF pension?

Before you apply for your pension, you may wish to download and review IMRF's [Member Retirement Checklist](#).

You can apply for your pension online, via your [Member Access](#) account. Under the "Tools" tab, select "Secure Online Forms," then select "Apply for an IMRF Pension."

Or, you can complete IMRF Form 5.20, "[Application for IMRF Pension](#)," and submit it to IMRF one month before your desired retirement date.

IMRF pensions are effective on the first day of the month after you terminate employment. IMRF pays pensions in advance on the first day of every month. For example, your August pension will be paid to you on August 1. If you retire at any time during a month, you receive full service credit for that month, and your pension will be effective on the first day of the next month. If you retire on September 15, you will receive service credit for the month of September, and your pension will be effective on October 1. You will receive your first pension payment within 30 days of that date.

Please note: IMRF can "back date" a pension only 12 months.

Tuition Reimbursement

Support Staff Tuition Reimbursement

The District supports the professional growth and development of its staff through the staff tuition reimbursement program. To be eligible for tuition reimbursement, the course must be taken from an accredited college and will be reimbursed according to the schedule outlined in the collective bargaining agreement. If the Board requires an employee to take a position for which additional credit hours are necessary, the Board will pay the tuition costs. Changes in State Board of Education approval requirements adversely affecting an employee's assignment will be reviewed with the employee and the employee's exclusive bargaining unit representative.

Teacher Professional Days

Upon proper application, tenured teachers are granted one (1) Professional Day every second year to be used to benefit that person's understanding of the job area in which he/she is involved. This benefit extends to licensed professionals beginning in their fifth year of consecutive contractual employment with the District.

Teacher Tuition Reimbursement

The District supports the professional growth and development of its teachers through credit earned by courses at an institution of higher education approved by the State of Illinois, and/or by participating in or working on Board approved projects or workshops. To be eligible for tuition reimbursement for Master's Degree programs, teachers must meet the deadlines and provide the documentation required by the District Tuition Reimbursement Procedures. Teachers receive reimbursement for credit earned in accordance with the tuition reimbursement schedule outlined in the collective bargaining agreement.

Additional information and forms for Tuition Reimbursement can be found on the Human Resources page of the staff intranet.

Administrator and Other Non-Union Employee Tuition Reimbursement

Administrators and other Non-Union employees receive tuition reimbursement for credit earned in accordance with the provisions of their respective Employment Guide.

Paid and Unpaid Leaves of Absence

Emergency School Closings

Schools Closed:

On days when all District schools are closed to students only, all full and extended year employees shall report to work but school year employees will not be required to report to work. However, they will be required to make up the day during the school year.

District Closed:

When all the District schools and/or school offices are officially closed by the Superintendent, all full and extended year employees, with the exception of custodial/maintenance employees shall not report to work. Custodial/Maintenance employees who report on days that the District is closed shall be allowed to end their work day, without loss of wages, when essential tasks are completed. This determination will be made and communicated by the supervisor.

Board Policy 5:20 School Closing Days

Emergency School Closing Resources

For the latest information on school closings, go to the Emergency Closing Center online at this website: www.EmergencyClosings.com. The District participates in this free service and will make every attempt to post the latest emergency closing information as promptly as possible.

Emergency School Closings (Reporting)

Please refer to the District website (www.rlas-116.org) for Emergency School Closing information. For the purpose of this section,

Jury Duty and District Related Court Cases

The District pays the regular salary to employees called to serve as jurists. Employees must remit to the District all sums up to the maximum of the employee's daily pay received for such services, exclusive of travel allowances. Such leave is not charged to annual sick or personal leave. The employee must inform the Superintendent within two (2) days of his/her receipt of the jury service notice or summons, and the Board has the right to request the employee's release or excusal from jury duty. Employees who are subpoenaed to appear in court for District work-related cases will not be financially penalized.

Leave of Absence without Pay

Bargaining unit employees may request a leave of absence without pay for up to one year. During the leave of absence seniority will not accrue. If this leave is requested due to illness or disability the employee may choose to use his/her available sick leave at the beginning of the leave. The employee must pay all costs of insurance during any unpaid leave. Any employee seeking this leave must make a request, in writing, to the Superintendent specifying the general reason for the request and the anticipated duration of the leave. If the leave request is due to illness or disability the application may need to be supported by appropriate documentation from the employee's physician. For teachers, teacher assistants, bus drivers, custodians and maintenance employees the Board may grant the leave request. The Board will grant requests of secretaries and clerks. If a request is denied, the employee will be provided a written reason for the denial.

Military Leave

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as reemployment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure. District employees who serve in a military organization(s) or state militia group(s) may take the necessary time off to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. Employees who are called to duty are expected to notify their administrator and the Human Resources Department as soon as they become aware of the dates they will be on duty so arrangements can be made. A copy of the employee's orders must be provided to the Human Resources Department before the start of the leave of absence.

If the total pay from military service (including housing allowances and all types of special pay) is less than the employee's base salary or wage from the District, then the District will subsidize the difference in pay for up to six months on active duty. Employees who are not receiving pay subsidy, either because the military pay is greater than the District pay or the subsidy has expired, may apply accrued personal leave and/or unused vacation time to the leave if they wish, but are not required to do so. Employees must provide proof of military pay to the Human Resources Department.

For employees who become disabled as a result of their service, and the disability benefit from the military organization is less than the benefit they would have received under the District's disability plan(s), the District will subsidize the difference for the two year waiting period for Social Security disability benefits or until such employees are medically released to work, whichever occurs first.

Personal Leave Days

Personal leave days are only for personal business which requires the presence of the employee and cannot be conducted during non-school hours. Use of personal leave days requires proper application. Applications must be secured from the immediate supervisor. A request for personal leave must be submitted to the immediate supervisor in Skyward three (3) days prior to the date requested for such leave. In the event of an emergency, the immediate supervisor may waive the three (3) day requirement. Personal leave days may not be used consecutively except by agreement with the immediate supervisor. Personal leave days may not immediately precede or follow a school holiday, except in an emergency in which case a reason must be given. Support staff are not entitled to use personal leave days during their probationary period. Only one (1) personal leave day may be used by the employee during the last twenty (20) pupil attendance days of the school term, except by agreement by the immediate supervisor. Unused personal leave days will be added to the employee's accumulated sick leave. If an employee uses all of his/her sick leave days during a given year and continues to be absent from work any personal leave days that the employee has available will automatically be converted to sick leave days. Personal leave days will not be paid out to an employee upon their separation from the District. For specific information regarding the allocation and accumulation of personal leave days, refer to the personal leave article of the collective bargaining agreement or contact the Human Resources Department for guidance.

Sick Leave

For bargaining unit employees, sick leave shall be interpreted to mean personal illness, quarantine at home or serious illness or death in the immediate family or household; or birth, adoption or placement for adoption. To use sick leave employees must report their illness to their supervisor both verbally and in Skyward as soon as possible prior to the start of the day on which they will be absent. Additionally, employees shall adhere to any additional District requirements for the procurement of substitutes for their position, such as completion of the Frontline Absence Management (AESOP). In essence, AESOP provides: automated web and phone-based substitute placement; real-time absence data and custom report-building; easy data integration with other software providers (payroll, HR, etc.); and reduced absenteeism through 24/7 tracking and accountability. Sick time may be taken in one-half (1/2) day blocks, except that sick time may be taken in increments of an hour for the purpose of attending a doctor's appointment. Documents must be submitted from the doctor to support taking the leave in less than one-half (1/2) day blocks.

Physician Certificate Requirement

The Board of Education requires a physician's certificate, or if the treatment is by prayer or spiritual means, that of spiritual advisor or practitioner of such employee's faith, as a basis for pay during leave after an absence of three (3) days for personal illness, or as it may be deemed necessary in other areas. In addition, the Board may require evidence of fitness to work as provided in Sections 24-5 and 24-6 of the Illinois School Code and the collective bargaining agreement.

Allocation of Sick Leave Days

District employees are credited with sick leave on the first day of the school year or their contract, except that employees becoming full-time after the start of the school or contract term have their annual sick leave prorated based on the number of days they will work during the year. Information as to an employee's number of sick days is available on Skyward's Employee Access site. If an employee is on any type of unpaid leave of absence, excluding FMLA, and he/she returns to work at the start of the school year without the appropriate medical release and intent to work full-time as scheduled, the employee's sick leave will not be credited to him/her until the first day that he/she does return to work. Upon such return to work the employee will be credited with a prorated number of sick leave days based on the number of days he/she will work during the year. Employees on any type paid leave or FMLA will be given their sick leave days at the start of the school year even if they continue to be out on such leave. The actual allocation of days varies by employee group and other factors. For specific information, refer to the sick leave article of the collective bargaining agreement or the Human Resources Department for guidance.

Accumulation of Unused Sick Leave Days

Teachers may accrue up to three hundred and forty (340) days of sick leave. All other employees may accrue up to two hundred forty (240) days of sick leave.

Sick Leave Donation

Employees may donate days of accumulated sick leave for use by another employee who is severely or catastrophically ill and who has exhausted his/her accumulated sick leave. An employee will be considered severely and catastrophically ill if they are on an approved FMLA or temporary disability leave due to their own continued physical illness or to care for an immediate family member. For details, refer to the sick leave article of the collective bargaining agreement or contact the Human Resources Department for guidance.

Attendance Bonus

Support Staff

Secretaries, clerks, bus drivers, teaching assistants, custodians/maintenance employees, and mechanics will receive a bonus of eighty dollars (\$80) per month during the school term for perfect attendance the previous month and completion and submittal of all walk-around forms. The months of August/September and May/June are considered one month. Twelve month secretaries, custodians and maintenance employees will be eligible for the bonus year round. The bonus is paid on the first payday of the following month. Absence due to a work related injury or because of Jury Duty will not count against perfect attendance.

Certified Staff

Certified staff shall receive one half day of sick time allocation for each quarter of perfect attendance. The awarded sick time allocation will be posted on the first payday following the end of the quarter. Absence due to vacation, personal days, work related injury or because of compliance with section 17.8 Jury Duty will not count against perfect attendance.

General Assembly Leave

Leaves for service in the General Assembly, as well as reemployment rights, will be granted in accordance with State and Federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

Leave for Employment in Department of Defense

The Board of Education may grant teachers a leave of absence to accept employment in a Department of Defense overseas school.

School Visitation Leave

District policy concerning school visitation is consistent with the School Visitation Rights Act. An eligible professional staff member is entitled to eight (8) hours during any school year, no more than four (4) hours of which may be taken on any given day, to attend school conferences or classroom activities related to the teacher's child, if the conference or activity cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

Leaves for Victims of Domestic or Sexual Violence

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic or sexual violence, or (2) has a family, or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act, governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees an employee is entitled to a total of 12 work weeks of unpaid leave during any 12- month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the

unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.).

Leaves to Serve as an Officer or Trustee of a Specific Organization (Teachers)

Upon request, the Board of Education will grant: (1) an unpaid leave of absence to a teacher who is an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) Twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System to attend meetings and seminars as described in 105 ILCS 5/24-6.3, and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2.

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund (Education Support Personnel)

Upon request, the Board of Education 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.

Temporary Disability Leave (Unpaid Leave)

Temporary physical disability leave is for an employee who seeks leave status beyond the period of time of his/her accumulated sick and personal leave days. The disability leave of absence will last for the period of time the employee is temporarily incapacitated. If the incapacity becomes permanent, as opposed to temporary, his/her employment will be deemed terminated. Employees who are placed on disability leave will be informed of all rights, obligations, and benefits by the Director of Human Resources or designee. Any employee seeking temporary disability leave must make a request, in writing, to the Superintendent specifying the nature of the temporary disability and the anticipated duration of the disability. The leave request application must be supported by appropriate documentation from the employee's physician. In the event an employee remains on temporary disability leave for a period of three (3) months beyond the expiration of his/her accumulated paid sick leave, the employee's disability will be presumed permanent and his/her employment will be deemed terminated. However, if the employee produces medical evidence that the disability is not permanent; a request for an extension of leave may be made. In all cases, the employee must notify the Superintendent, in writing, of his/her intention to return to work at least thirty (30) days prior to the intended day of return. In the event that such written notice requirement causes undue hardship to the employee, such requirement may be waived by the Superintendent. The notification of intention to return to work must be given as soon as possible in order to avoid the possibility of having two (2) employees hired for the same vacancy. Upon return to work, the employee must submit evidence from a qualified physician that he/she is capable of performing all of his/her duties.

Vacation Leave

All full year employees shall earn paid vacation days according to the following schedule.

1st -5th year of service - 10 days

6th -10th year of service – 15 days

11+ years of service – 20 days

Vacation leave is credited on July 1 of each year following the completion of the fifth and tenth years of services. Eligible employees who begin their initial employment after July 1 will have their vacation accrual calculated on a pro rata basis. Vacation days are not available for use until after completion of any probationary period.

Vacation Leave Approval

All vacation must be approved in advance by the appropriate administrator as designated by the Superintendent. No vacation will exceed fifteen (15) working days. Vacation may not be taken until it has been earned as outlined above. For custodial and maintenance employees, conflicts in scheduling will be resolved on the basis of District seniority, provided the work requirements of the District are satisfied. Custodial and maintenance employees may not take more than ten (10) days of vacation during the summer and may not take any vacation during the ten (10) days before and the ten (10) days after the start of the school term or during the ten (10) days before the end of the school term unless such vacation is approved by the Superintendent or designee.

Accumulating & Carrying Over Vacation Days

The maximum accumulation of vacation leave will be fifteen (15) days. Any employee having more than 15 days of vacation on June 30th of any year will forfeit all days in excess of the fifteen (15) days. Therefore, any employee who separates from District service will be compensated for any accrued days up to the maximum of fifteen (15) days at the applicable rate.

Workers' Compensation

The District operates under the provisions of the Workers' Compensation Act and Occupational Disease Act, which provide for medical expenses and partial salary compensation for accidental injury claims. The District pays as a premium, a percent of employees' wages for coverage of medical expenses and partial income, if they are accidentally injured or contract an occupational disease in the course and scope of their employment. There is no direct cost to employees, but employees are responsible for promptly reporting any occupational illness or injury.

Employees who are injured during working hours must immediately report the accident to their administrator. The injured employee or supervisor should immediately call the District's injury management program called Company Nurse® injury hotline at 1-855-921-9518. It is important that employees call Company Nurse® and complete an official written report of the accident and submit it to the Human Resources Department within 24 hours, even if the injury does not seem to warrant medical attention. See *Employee Accident Reporting Process* on the District Intranet site.

After the fourth day, an employee continuing to be absent due to injury on the job will be entitled to keep any workers' compensation check to which he or she is entitled under the Workers' Compensation law and also receive the difference between the check and full pay from the District, less applicable deductions. An employee will be eligible to receive the pay in addition to the workers' compensation only for so long as the employee has sick leave available, and will be charged one-third (1/3rd) of a day of sick leave for each day absent. An employee may alternatively choose to receive full pay, with a proportionate sick leave deduction, as long as sick leave is available and on the condition that any workers' compensation checks payable for the period during which sick leave is used are endorsed to the District. It is the intention of this Section to afford employees not more than full pay by way of sick leave and workers' compensation benefits for injuries on the job.

Specific questions regarding workers' compensation should be directed to the Human Resources Department.

Additional Leaves

Additional leaves may be available as provided by the collective bargaining agreement or Board of Education policy and District administrative procedures.

Training and Staff Development

Conferences, Workshops, and Seminars

For employees who attend a conference, workshop or seminar during the school year, reimbursement of the costs associated with such training may be available. In order to qualify, employees must receive prior approval. Interested employees should contact their administrator or refer to their collective bargaining agreement if applicable for details.

In-Service Training

The District sponsors and supports job related training for its employees. Participation should be based on the relevance of such training to the employee's position, career mobility, or the operational needs of the program. These trainings are generally held during regular work hours, and are geared toward enhancing the employee's job performance.

Intern Release Time

Release time for Interns is defined as paid time away from the employee's normal work assignment (i.e. planning or supervision time) to "shadow" or otherwise "observe" an administrator (mentor) in the performance of his or her duties and responsibilities.

1. District level administrators and Principals may approve release time during personal planning time and lunch breaks. Administrators may not release interns during instructional time, or during team or collaborative planning time.
2. Interns must complete a Release Time form and get approval for release time from their Building Administrator or District level administrator as applicable.

Management Development

The District offers management development trainings and seminars for administrators. These trainings focus on the administrator's development, District needs, strategic planning, and leadership. Administrators who would like to take advantage of such opportunities should contact the Professional Learning Department for details.

Mandatory Trainings

Certain State mandates and Board of Education policies are of such importance that the District requires all staff to view related training presentations every year. Annual Mandatory trainings include: AED; Bloodborne Pathogens; Bullying; Peer Counseling and Anti-Violence and Conflict Resolution; Prevalent Student Chronic Health Conditions; Sexual Harassment and Discrimination; and Educator Ethics, Teacher Student Conduct, and School Employee Student Conduct. Other mandatory trainings include ADD and ADHD; Domestic and Sexual Violence and Needs of Expecting and Parenting Youth; Anaphylactic Shock; Food Allergies; and Hazardous or Toxic Materials at least once every two (2) years.

Staff Development Program

The goal of the staff development program is to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for certificated staff members is designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program will provide, at a minimum, at least once every two years, the in-service training of certificated school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit

hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psycho-stimulant medication for school-age children.

The staff development program also provides, at a minimum, once every two years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

For additional information regarding staff development, refer to Board Policy 5:100 and the collective bargaining agreement or contact the Human Resources Department for guidance.

Employee Relations and Collective Bargaining

Bargaining Unit Representation

The District and Association representatives periodically negotiate collective bargaining agreements (union contracts), which govern salary, benefits, hours of work, and the terms and conditions of employment. Most of our job classifications have been assigned to particular bargaining units and District employees have voted to have unions represent them in the negotiation process.

Employees assigned to a bargaining unit will be represented by a bargaining unit representative. The terms and conditions of employees who are not members of a bargaining unit will be governed by federal and state law, Board of Education policies and District procedures.

Collective Bargaining Agreements

Collective bargaining agreements, established through the formal negotiation process, outline the terms and conditions of a person's employment. Employees who are members of a bargaining unit should familiarize themselves with their contract. Benefits and provisions vary. Contract language has been crafted to avoid disputes and eliminate misunderstandings. Contract provisions, however, may be open to interpretation and subject to the grievance and arbitration process. Employees should direct questions about their contract to their administrator, Human Resources, or the bargaining unit representative.

Grievance Procedure

The District is committed to resolving problems or complaints quickly and fairly. Employees are encouraged to first discuss the issue with their Administrator who may help to find a solution. If an issue cannot be resolved informally, and you are a bargaining unit employee, you may follow the grievance procedure outlined in your collective bargaining agreement. This procedure helps

resolve disputes concerning the interpretation and application of the contract. Though specific procedures may vary, the collective bargaining agreement establishes time limits for initiating grievances and obtaining responses.

Union Dues and Fees

District employees who are members of a bargaining unit are required to pay dues and fees in accordance with the provisions of the collective bargaining agreement. Assignment to a collective bargaining unit is based on the employee's job classification. Bargaining unit members will have union dues deducted from their paycheck. For bargaining unit employees, the collective bargaining agreement governs salary, benefits and hours of work, and other terms and conditions of employment. Non-bargaining unit employees are not included in the collective bargaining process and are not required to pay union dues or fees.

Employment Laws and Work Rules

Americans with Disabilities Act

The Americans with Disabilities Act, better known as the ADA, is a Federal law that prohibits discrimination against persons with disabilities in the workplace. An individual is considered to have a "disability" if he or she has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment is regarded as having an impairment.

The ADA mandates that employers provide reasonable accommodation to employees with disabilities. A reasonable accommodation is any modification or adjustment to a job area or the work environment that will enable an employee to perform essential job functions.

Reasonable accommodation also requires employers to make adjustments and modifications to assure that employees with disabilities have the exact same rights and privileges as their non-disabled counterparts.

An employer does not have to retain an employee with a disability if the employee is unable to perform essential job functions with the required accommodations. Employers are also not required to make accommodations that create an undue hardship, based on expense, feasibility and other factors, or reallocate essential functions of a job as a reasonable accommodation.

Employees should refer to Appendix A, *American with Disabilities Act*, for details or contact the Human Resources Department with any additional questions.

Communicable and Chronic Infectious Disease

It is the policy of the District to comply with all State and federal law, Illinois Department of Public Health rules, and Board of Education policies for managing known or suspected cases of a communicable and chronic infectious disease involving District employees.

An employee with a communicable or chronic infectious disease is encouraged to inform the Superintendent immediately and grant consent to being monitored by the District's Communicable and Chronic Infectious Disease Review Team, if established. The Review Team, if used, provides information and recommendations to the Superintendent concerning the employee's conditions of employment and necessary accommodations. The Review Team holds the employee's medical condition and records in strictest confidence, except to the extent allowed by law.

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

Conflict of Interest

No employee is allowed to have a financial interest (directly or indirectly) in a contract, work or business of the District or in the sale of any article to the District.

Drug- and Alcohol- Free Workplace

The District is strongly committed to maintaining a safe and healthy working environment for its entire staff with the expectation that all employees will discharge their duties at an acceptable performance level and be unimpaired by drug or alcohol use. The use of alcohol and/or drugs can undermine employee productivity, the quality of service and the District's image. For these reasons the Board of Education has implemented Policy 5:50 which provides the following:

All District workplaces are drug- and alcohol-free workplaces. All employees will 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 will: 1) abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and 2) notify his or her Administrator 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 Board of Education may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will 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 will notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

The District will adhere to federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers.

This program will comply with the requirements of the Code of Federal Regulations, Title 49 §382 et seq. District procedures are outlined in Administrative Procedure 2:285.

Emergency Closings

The Superintendent or designee is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property.

Employment of Minors

No one under 18 years of age may be employed without providing proper proof of their age in an age certificate, birth certificate, or driver's license. Minors will be employed only in

accordance with child labor laws and District policies. No one under 16 years of age will be employed in any capacity.

A high school student under the age of 18 will not be permitted to work after 11 p.m. on an evening before a school day or before 5 a.m. on a school day.

Employment of Relatives (Nepotism Policy)

A candidate may not be hired for any position which is under the direct supervision of an immediate family member unless specifically approved by the Superintendent.

For the purpose of this policy, “supervision” means the responsibility: (1) to assign, authorize or schedule work to be done; and/or; (2) to verify actual time worked; and/or, (3) to evaluate performance; and/or, (4) to recommend hiring, firing or discipline.

Employees should refer to Appendix C, *Employee Conduct Procedure* for details.

Equal Employment Opportunity and Minority Recruitment

It is the policy of the District to provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position, or other legally protected categories.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. No employee or applicant will be discriminated or retaliated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Equal Pay Act

It is the policy of the District to comply with the Equal Pay Act, as amended, and the Illinois Equal Pay Act of 2003, 820 ILCS 112.

The Equal Pay Act prohibits employers from paying unequal wages to men and women for doing the same or substantially similar work, requiring equal skill, effort and responsibility, under similar working conditions for the same employer in the same county. Exceptions to this rule apply if the wage difference is based upon a seniority system, a merit system, a system measuring earnings by quantity or quality of production or factors other than gender.

Pay levels have been established for each District position and will be reviewed periodically to ensure ongoing compliance with the Act.

Family and Medical Leave Act

An employee may be eligible for unpaid family and medical leave (FMLA leave), guaranteed by the Federal Family and Medical Leave Act. Generally, leave can be granted up to a total of 12 weeks each year. Reasons for FMLA leave include:

- The birth and first-year care of a son or daughter
- The adoption or foster placement of a son or daughter
- The serious health condition of an employee's spouse, child or parent
- The employee's own serious health condition
- Certain military deployments of an employee's spouse, child or parent
- 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

In many cases, an employee may utilize earned sick leave, vacation leave and compensatory time during an FMLA leave.

How Do I Request FMLA Leave?

To take FMLA leave, you must provide your employer with appropriate notice. If you know in advance that you will need FMLA leave (for example, if you are planning to have surgery or you are pregnant), you must give your employer at least 30 days advance notice. If you learn of your need for leave less than 30 days in advance, you must give your employer notice as soon as you can (generally either the day you learn of the need or the next work day). When you need FMLA leave unexpectedly (for example, if a family member is injured in an accident), you **MUST** inform your employer as soon as you can. You must follow your employer's usual notice or call-in procedures unless you are unable to do so (for example, if you are receiving emergency medical care).

While you do not have to specifically ask for FMLA leave for your first leave request, you do need to provide enough information so your employer is aware it may be covered by the FMLA. Once a condition has been approved for FMLA leave and you need additional leave for that condition (for example recurring migraines or physical therapy appointments), your request must mention that condition or your need for FMLA leave. If you don't give your employer

enough information to know that your leave may be covered by the FMLA, your leave may not be protected.

You do not have to tell your employer your diagnosis, but you do need to provide information indicating that your leave is due to an FMLA-protected condition (for example, stating that you have been to the doctor and have been given antibiotics and told to stay home for four days).

Information relative to family and medical leave is found in Appendix E, *Family and Medical Leave Act*, and the collective bargaining agreement or applicable employment guide.

Fire Safety and Prevention

Fire safety and prevention is an essential component of providing a safe and healthy environment for employees and students. District safety procedures can be found in Board policy 4:170 and the associated administrative procedures.

To assist in this effort, employees should know the: (1) location of fire alarms; (2) location of fire extinguishers; (3) evacuation routes; and (4) who to notify in case of fire.

Employees must remain calm in situations involving danger to self and others and take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees should not risk their safety in fighting fires.

Fire safety and prevention is important for all members of the District community. Employees are expected to observe general safety rules, remove any hazards in the work space, and immediately reporting unsafe conditions to administrator. The District is committed to developing and maintaining a safe and healthy work environment.

Gift Ban Act

Employees are prohibited from accepting gifts from a "prohibited source." A prohibited source generally includes any individual or business that does business with the District. The gift ban also applies to an employee's spouse and immediate family members.

Except as precluded by Board of Education policy or District administrative procedure, there are several exemptions to the gift ban, some of which include:

- Opportunities, benefits and services that are available on the same conditions to the general public
- Anything for which an employee pays the fair market value.
- Educational materials
- Travel expenses for a meeting to discuss business
- A gift from a relative

- Anything provided by an individual on the basis of a personal friendship, unless such gift is intended to garner influence
- Food or refreshments not exceeding \$75 per person in value on a single calendar day
- Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100

Employees are allowed to accept gifts from their employers, including Board members, without fear of violating the Gift Ban Act.

Immigration Law Compliance

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States, and to comply with the *Immigration Reform and Control Act of 1986* and *Immigration Act of 1990*. As a condition of employment, employees must properly complete, sign and date the first section of the Immigration and Naturalization Service Form I-9 within three days of their date of employment.

Information Technology General Guidelines

Access to information technology resources may be granted by the District, at its discretion, based on and not limited to the following factors: relevant laws and contractual obligations, the requester's need to know, the information's sensitivity, and the risk of damage to or loss by the District.

District facilities and accounts are to be used for the activities or purposes for which they are assigned. Computing resources are not to be used for commercial purposes without written authorization from the District. In these cases, the District will require payment of appropriate fees. This policy applies equally to all District-owned or District-leased equipment.

It is not acceptable to use District information technology for any illegal or unlawful purposes, or in such a way as to interfere with or disrupt network users, services or equipment. Such interference includes but is not limited to distribution of unsolicited advertising, transmission of threatening, obscene or harassing materials, propagation of computer worms or viruses, or use of the network to make unauthorized entry to its computational, information, or communications devices or resources.

Access to information resources without proper authorization from the data owner, unauthorized use of the District's facilities and intentional corruption, or misuse of information resources are direct violations of the District's standards for conduct and may bring civil or criminal charges.

Nursing Mothers in the Workplace

The District provides reasonable unpaid break time for an employee to express breast milk for her nursing child. The District will also make reasonable efforts to provide a room or other location, in close proximity to the work area, other than a toilet stall, where an employee can express her milk in privacy.

Outside Employment

Outside employment is permissible, except in cases where an employee's second job interferes with his or her assigned District duties.

Policies and Procedures

District employees are governed by Board of Education policies and school district procedures. Current District policies and procedures are available on the District website at <http://www.rlas-116.org>. These policies and procedures cover a wide range of topics, including but not limited to: 2:105 *Ethics and Gift Ban*; 2:260 *Uniform Grievance Procedure*; 4:170 *Safety*; 5:10 *Equal Employment Opportunity and Minority Recruitment*; 5:20 *Workplace Harassment Prohibited*; 5:35 *Compliance with the Fair Labor Standards Act*; 5:40 *Communicable and Chronic Infectious Disease*; 5:50 *Drug- and Alcohol-Free Workplace*; 5:90 *Abused and Neglected Child Reporting*; 5:120 *Ethics*; 5:320 *Evaluation*; 6:10 *Educational Philosophy and Objectives*; 6:50 *School Wellness*; *Employee Conduct Procedure Standards* 5:12. Employees are expected to familiarize themselves and comply with all District policies and procedures at all times.

Some of the policies and procedures are of such daily importance that they have been included in the Appendices of this Handbook.

Prohibited Political Activities

Employees are prohibited from intentionally performing any political activities during work time. Furthermore, a school employee cannot, as a condition of employment, be required to perform any political activity during his or her time off, such as holidays, vacation or personal time. An employee may, however, volunteer to do political work during his or her personal time away from work.

Safety

The District is committed to providing a healthy and safe work environment for all students, employees and visitors. All District operations, including the education program, must be conducted in a manner that will promote the safety of everyone on District property or at a District event. Regard for the safety of District students, employees, and visitors to the District is of utmost concern. Safety does not occur by chance. It is the result of careful attention to all

District operations. Providing a safe place to work, a work environment conducive to safe work practices, and effective safety policies are primary concerns for the administration. Employees at every level are responsible for maintaining safety and occupational health within the District, and are expected to cooperate fully with the District's safety policies and procedures.

The Comprehensive School Safety and Crisis Program Guide incorporates both avoidance and management guidelines. The Guide specifically includes provisions for: injury prevention; bomb threats, weapons, and explosives on building; school safety drill program, tornado protection; instruction in safe bus riding practices, emergency aid; post-crisis management; and responding to medical emergencies at an indoor physical fitness facility. During each academic year, each school building that houses school children must conduct a minimum of: 1) three school evacuation drills, 2) one bus evacuation drill, and 3) one severe weather and shelter-in-place drill.

As part of the Guide, the District conducts a law enforcement drill in one of the District's school buildings during the academic year. Any appropriate local law enforcement agency may conduct and participate in this law enforcement drill. The law enforcement drill is conducted according to the District's comprehensive safety and crisis plan and it may be conducted on days and times students are not present in the building.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone.

For information regarding Hazardous and Infectious Materials and Pandemic Preparedness, refer to Board of Education Policy 4:160 and 4:180 respectively. For details regarding the Convicted Child Sex Offender and Notification Laws and Unsafe School Choice Option refer to Board of Education Policy 4:170.

School Visitation Act

Parents are allowed by State law up to eight hours each school year to attend their child's school conferences or classroom activities, when such activities cannot be scheduled during non-work hours. Leave is limited to four hours per day. School visitation leave is unpaid, but the District will make a good-faith effort to allow an employee to make up the missed time.

Smoke-Free District

The District will conform to the Illinois Clean Indoor Air Act. Smoking is not permitted in any District building or vehicle owned, leased, or rented by the District for employees or students.

Whistleblower Protection

The Illinois' Whistleblower Act shields individuals who expose wrongdoing, fraud, corruption or waste within their school district. The Act also provides that an employer may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a State or Federal law.

Specifically, the Act provides that a school district is prohibited from retaliating against an employee who blows the whistle through a reprimand, discharge, suspension, demotion or denial of promotion or transfer.

Suspected violations of this Act should be immediately reported to one of the District's compliance officers (either the Director of Human Resources or Human Resources Coordinator). For further details, refer to Appendix B, *Code of Ethics and Whistleblower Policy*.

Separation from Employment

COBRA Benefits

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requires that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end (called "qualifying events").

Employees who are covered by the District's group health insurance plan and who lose coverage because of a reduction in hours of employment or termination of employment, whether voluntary or involuntary (except for reasons of gross misconduct on the employee's part) have the right to choose continuation coverage. Employees who choose continuation coverage will be provided with coverage that is identical to the coverage provided to similarly situated employees (or their family members). If employees do not choose continuation coverage their group health insurance coverage under the plan will end.

For employees who are covered by the District's group health insurance plan their spouse will have the right to choose continuation coverage for themselves if group health coverage is lost for any of the following four reasons: (1) employee death; (2) termination of employee's employment with the District (for reasons other than gross misconduct) or reduction in employee's hours of employment with the District; (3) divorce or legal separation from the employee; or (4) the employee becomes entitled to Medicare.

An employee's dependent children have the right to choose continuation coverage if group health coverage is lost for any of the following five reasons: (1) employee's death; (2) employee's termination from employment with the District (for reasons other than gross misconduct), or reduction in the employee's hours of employment with the District; (3)

employee's divorce or legal separation; (4) a parent becomes entitled to Medicare; or (5) the dependent ceases to be a "dependent child" under the terms of the group insurance plan.

Employees and their family members have the responsibility to inform the Human Resources Department of a divorce, legal separation, or a child losing dependent status under the plan. The Human Resources Department then notifies the third party administrator of the date of the event or the date in which coverage would end under the group plan because of the event, whichever is later.

Employees have 60 days from the later of: (1) the date the employee ordinarily would have lost coverage because of one of the events described above, or (2) the date of the notice of the employee's right to elect continuation coverage, to inform the plan administrator that the employee wants continuation coverage.

Additional qualifying events can occur while the continuation coverage is in effect. Such events may extend the 18-month continuation coverage period to 36 months, but in no event will coverage extend beyond 36 months after the initial qualifying event. Under certain circumstances, an employee's continuing coverage may be cut short.

If employees or their family members elect to continue coverage, the employee must pay the District's third-party administrator. Once the employee's continuation coverage terminates for any reason, it cannot be reinstated.

For further details concerning continuation of benefits under COBRA, employees should contact the Business Department.

Exit Interviews

The District encourages employees to schedule an Exit Interview with the Human Resources Department. This interview provides employees with an opportunity to offer suggestions as to how the District can improve employee working conditions, policies and procedures, and other areas that impacted employment with the District.

Alternatively, employees who are unable or unwilling to schedule an appointment may complete an Exit Interview form when they leave District employment. Forms are available in the Human Resources Department.

Layoff and Reemployment

The District may lay off an employee for lack of work, economy, insufficient appropriation, change in departmental organization, abolition of position, or any cause other than disability, delinquency, incompetence, misconduct or neglect of duty. No employee will be laid off if any other employee in the same job classification performing comparable duties with less District service is to be retained in the same department.

Prior to deciding to lay off an employee, the District will provide the employee with oral or written notice of the possible action, the reasons for it and a specific time and place for a meeting where the employee will be given an opportunity to present any information deemed pertinent. The meeting will be held by the Director of Human Resources. If written notice is given it may be mailed, return receipt requested, or hand delivered to the employee at work. If the notice is mailed, the time of the meeting when the employee will be given an opportunity to present information will be no sooner than five working days following the mailing of the notice. If the notice is hand delivered to the employee at work or given orally, the time of the meeting when the employee will be given an opportunity to present information may be any time following receipt of the notice, including a time immediately following receipt of the notice.

The purpose of such a meeting is to determine if there are alternatives to layoff or whether the wrong employee has been selected for layoff. If the employee declines or fails to attend the meeting, the District may proceed with the decision to layoff as deemed appropriate. Within a week of a decision to layoff an employee, the Superintendent or designee will provide written notice stating the reason for the decision.

The effective date of the layoff will be no earlier than two weeks from the date of such notice. A copy of such notice of layoff will immediately be forwarded to the Human Resources Department for inclusion in the employee's personnel file. Employees who resign from the District in good standing may seek re-employment at a future date. Reemployment is at the sole discretion of the District.

For bargaining unit employees, layoff and reemployment provisions of the collective bargaining agreement are controlling.

Resignation

Employees who wish to voluntarily separate from District service in good standing are expected to provide the District with at least two (2) weeks written notice of resignation and include the employee's last day of work. Upon receipt, the administrator must forward the letter of resignation to the Human Resources Department for inclusion in the employee's personnel file. This will enable Human Resources to conduct an exit interview, and ensure the proper administration and processing of any payments including vacation pay, and benefits continuation. The rules governing a faculty members' resignation are outlined in the collective bargaining agreement.

Employees' health care coverage ends the last day of the month in which they separate from the District. Terminating employees will be mailed their COBRA paperwork from the District's third-party administrator. Employees should contact the Human Resources Department for details on the length of coverage and payment provisions.

Employees who do not submit their resignation in a timely fashion (i.e., in accordance with this provision), may have their separation recorded as not in good standing which could affect the employee's ability to be considered for reemployment.

Employees who separate must return all District property to their administrator. Any outstanding debts owed to the District must be paid—book fees, tuition fees, over paid leave—before a final paycheck will be issued.

Appendix A

Americans with Disabilities Act

The District is committed to providing and promoting equal opportunities in all of its activities and services. This commitment includes following the mandates of the *Americans with Disabilities Act (ADA)* of 1990, and Amendments Act of 2008, a federal law that makes it unlawful to discriminate against a qualified person with a disability in all aspects of the employment process and in the provision of services and benefits. The District also follows all state laws and regulations that apply to individuals with disabilities.

The ADA enables society to benefit from the skills and talents of individuals with disabilities. It provides protections similar to those granted by Title VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, sex, national origin and religion, and Section 504 of the Rehabilitation Act of 1973, which is the foundation of the ADA. 29 U.S.C. Section 794 of that Act states, "No otherwise qualified individual with a disability in the United States...will, solely by reason of her or his disability, be excluded from participation in, be denied the benefit of or be subjected to discrimination under any program or activity receiving federal financial assistance."

The ADA utilizes a three-pronged definition of disability. An individual with a disability is any person who: (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such impairment; or (3) is regarded as having such an impairment. An individual must satisfy at least one of the three prongs of the above definition in order to be considered an individual with a disability under the ADA.

Qualified employees or prospective employees with a disability may request an accommodation in order to perform the essential functions of their job or gain access to the hiring process. Such requests should be made to the Director of Human Resources, who serves as the ADA coordinator for the District. The District will reasonably accommodate the known physical or mental limitation of an otherwise qualified applicant or employee with a disability unless the accommodation would impose an undue hardship.

Appendix B

Code of Ethics and Whistleblower Policy

Purpose

The purpose of this policy is to articulate the integrity, ethics, judgment, commitment, and professionalism expected of District employees.

The District has a rigorous commitment to integrity and ethical conduct in all matters. The District takes even the appearance of misconduct or impropriety seriously because it can be damaging to the District's reputation and morale. District employees and others acting on behalf of the District have a responsibility to maintain the highest standards of quality, integrity and ethics in all dealings.

These responsibilities apply to activities within the District community, with students and parents, and with the external individuals, organizations and agencies with whom the District interacts.

The District relies on its employees to perform their duties and responsibilities in accordance with its policies and procedures, and to know and comply with all legal requirements. Faculty, staff, students and anyone acting on behalf of the District are expected to report suspected or actual misconduct to ensure that standards are maintained. The District is committed to protecting individuals from retaliation for making good faith reports in accordance with this policy and will not tolerate conduct that is intended to interfere with an individual who has made a protected disclosure. The District will promptly investigate alleged violations of the Code of Ethics and will take action as necessary to prevent and correct any such violations.

General Statement of Policy

The Code of Ethics policy requires all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the District must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Therefore, District employees will:

- A. Provide professional educational and support services in a nondiscriminatory manner;
- B. Take reasonable action to protect students and staff;
- C. Take reasonable action to provide an atmosphere conducive to learning;

- D. Not misuse professional relationships for private advantage;
- E. Disclose confidential information about individuals only when a compelling professional purpose is served and when permitted by law;
- F. Not knowingly falsify or misrepresent records or facts relating to their own qualifications, or qualifications of other staff or personnel;
- G. Not knowingly make false or malicious statements;
- H. Not accept gratuities, gifts, or favors that impair professional judgment, nor offer any favor, service, or item of value to obtain special advantage;
- I. Adhere to licensure requirements in hiring personnel and filling positions;
- J. Not engage in conduct involving dishonesty, fraud, or misrepresentation;
- K. Implement the Board's policies and the District's administrative procedures;
- L. Place the education and welfare of students above all other considerations in decision-making; and
- M. Fulfill professional responsibilities with honesty and integrity.

Reporting Responsibility

It is the responsibility of all employees to comply with the *Code of Ethics* and to report violations or suspected violations in accordance with the *Whistleblower Policy*.

Reporting Violations

The *Code of Ethics* recommends that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's administrator is in the best position to address an area of concern. However, employees who are not comfortable speaking with their administrator or not satisfied with their administrator's response are encouraged to speak with someone in management whom they are comfortable in approaching. All administrators are required to report suspected violations of the Code of Ethics to the District's Superintendent, who has specific and exclusive responsibility to investigate all reported violations.

Examples of Code Violations

The General Statement of Policy above, and District procedures, outline the District's expectations with regard to how employees are to conduct themselves. Violations of the Code may include, but are not limited to, the following:

- Violations or suspected violations of applicable federal, state or local laws and regulations;
- Activity that may lead to incorrect or false financial reporting;
- Violation or suspected violations of the District's Conflict of Interest Policy;
- Actions that conflict with the District's Acceptable Use Policy for Technology;
- Allegations of retaliation in response to a protected disclosure under this policy;
- Violation of the District's Workplace Harassment Policy; and
- Misappropriation or suspected misappropriation of District funds.

Complaint Manager

The Director of Human Resources has been designated as the District's Complaint Manager and is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code of Ethics.

Accounting and Auditing Matters

The compliance officer will address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The compliance officer will immediately notify the Superintendent of any such complaint and work with the Superintendent until the matter is resolved. If the complaint involves the Superintendent the compliance officer will notify the Board.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code of Ethics must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The compliance officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. Anonymous complaints will be investigated to the extent possible.

Violations of the Code of Ethics or Whistleblower Policy

Each employee is responsible for ensuring that his or her own conduct and the conduct of anyone reporting to him or her fully complies with this Code and the policies of the District, as well as all applicable laws or regulations. Violations of the Code of Ethics and Whistleblower Policy may result in disciplinary action up to and including discharge from employment.

Conduct representing a violation of this code also may, in some circumstances, subject an individual to civil or criminal charges and penalties.

No Retaliation

No employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the District prior to seeking resolution outside the District.

Appendix C

Employee Conduct Procedure

General Statement

Each District employee will engage in professional, appropriate and ethical conduct while carrying out official duties and while engaged in off duty activities which directly reflect on the District.

Employee Responsibility

Each employee of the District will act in a professional, ethical and responsible manner at all times. Each employee will become familiar with the tables of organization depicting the District and school chains of command. Each employee will obey any lawful direction of a supervisor in the chain of command. An employee given an instruction which conflicts with a previous instruction or order will inform the present supervisor of the conflict and follow the instructions as issued.

Employee Conduct Standards

Each employee will:

1. Comply with and enforce all federal and state laws, and Board policies and District procedures.
2. Exercise due diligence in the performance of one's official duties and responsibilities.
3. Maintain a safe, secure and sanitary work environment.
4. Remain alert, aware of, and responsive to the surroundings at all times.
5. Remain at ones assigned workstation until properly relieved and/or remain at worksite as required.
6. Comply with official notices and other instructions.
7. Meet all employee responsibilities for attendance and punctuality.

8. Report any arrest and/or conviction to the appropriate supervisor on or by the next scheduled workday, but no later than 48 hours of the arrest. This requirement does not apply to minor traffic violations. An employee will submit supporting documentation of arrest or subsequent conviction. Any employee on extended leave must report any arrest or subsequent conviction to the supervisor within 48 hours.
9. Inform the supervisor and the Human Resources Department, electronically and in writing, of any change of address and/or telephone number within 24 hours.
10. Maintain any personal property and medication in a secure manner.
11. Act in a professional manner showing respect to students, other employees and the public.
12. Respect and protect the rights of all students and staff.
13. Maintain good stewardship of all District property and equipment.
14. Be courteous and accommodating in all dealings with the public, including telephone etiquette.
15. Cooperate fully and truthfully in any inquiry or investigation conducted by the District and/or any law enforcement or regulatory agency.
16. Report immediately to a supervisor any threat, act of intimidation, harassment, physical or verbal abuse or assault. Incidents of alleged discrimination or sexual harassment will be reported in accordance with Board Policy 5:20, Workplace Harassment Prohibited.
17. Exhibit proper decorum at all times.
18. Comply with the Illinois Statutes on firearms.

Prohibited Behaviors

The following behaviors are strictly prohibited:

1. Any act that jeopardizes the security, health, safety, or welfare of students, staff, or the public.
2. Use of force.
3. Unauthorized possession of any firearm or other weapon while on duty or District property.
4. Conveyance or possession of unauthorized items within, into or out of a school, or on District property.
5. Neglect of duty or failure to supervise.
6. Sleeping or inattentiveness while on duty.
7. Possessing unauthorized items while on duty.
8. Abuse of sick time, accrued leave or workers' compensation.
9. Reporting to work in an impaired condition as a result of the use of alcohol, an illegal drug, or any medication. Employees will not consume alcohol while on duty or at District sponsored events.
10. Engaging in abusive, obscene, threatening, intimidating language or behavior.
11. Engaging in unprofessional or illegal behavior, both on and off duty that could reflect negatively on the District or conflict with the District's mission, to include association or membership with security risk groups, criminal enterprises, hate groups, or groups of high interest to law enforcement. It will be the employee's responsibility to seek written

clarification from the Human Resources Department regarding such association or membership.

12. Engaging in any activity, which would conflict with the proper discharge of or impair the independence of judgment in the performance of the job.
13. Engaging in bartering, gambling or games of chance with students.
14. Engaging in retaliation or reprisal (to include coercion or threatening behavior) against an employee, student, or member of the public for participating in activities that are protected by law or Board policy.
15. Engaging in undue familiarity with students which includes, but will not be limited to, any conduct that violates Board's harassment and violence policies.
16. Engaging in behavior which is sexually, emotionally, or physically abusive or harassing toward a student, staff, or member of the public.
17. Using or appropriating property belonging to the District, students, or public in an unauthorized manner.
18. Releasing confidential, private or unauthorized records or documents.
19. Falsifying, destroying, or altering without proper authorization any document, log book, or other official record without (e.g. timecard, attendance report, employment applications)
20. Using one's official position, uniform, identification or badge to gain any personal advantage or an advantage for another in any improper or unauthorized manner.
21. Violating the Teacher or Administrator Code of Ethics including the conflict of interest provisions.
22. Accepting any unauthorized item or service for oneself or a family member, including but not limited to, a gift, loan, reward or promise of future employment.
23. Engaging in any political activities that conflict with the Hatch Act or Illinois statute.
24. Engaging in insubordination.
25. Lying or giving false information regarding an incident.
26. Stealing, neglecting or misusing District funds, property, equipment, materials or supplies or attempting to remove such items from the premises without the written permission of a supervisor.
27. Operating a District-owned or private vehicle on business without the proper license, insurance coverage and training.
28. Using a District-owned vehicle for personal, rather than official business, on or off duty.
29. Operating a vehicle on District property or on District business in an unsafe or improper manner.
30. Smoking anywhere on District property, including District vehicles.
31. Obtaining non-public information through a computer terminal for a purpose other than official District business.
32. Divulging individual or other computer password codes for District owned or leased computers to any individual, unless authorized to do so by the District.
33. Engaging in rude, discourteous, inappropriate, disruptive or unprofessional conduct.
34. Engaging in conduct that violates the Employee Conduct Standards.

Employment and Supervision of Family or Close Relatives

The District prohibits the hiring of an employee if the hiring would result in direct supervision of an immediate family member. The District prohibits the assigning, transferring, or promoting of an employee if it results in direct supervision of an immediate family member. This procedure will be interpreted and applied consistently with mandates of federal and state equal employment opportunity and discrimination laws

For the purposes of this provision family member or close relative and direct supervision are defined as follows:

Immediate Family Member or Relative: An immediate family member includes parent/step-parent, spouse, and child/step-child, foster child, grandchild/step-grandchild, aunt/uncle, niece/nephew, first cousin, sibling, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or a member of the employee's household/domestic partner. For the purposes of this definition a "fiancée" is also considered a relative.

Direct Supervision: Direct supervision means within a chain of command such that an employee's work responsibilities, salary career progress or other terms and conditions of employment could be influenced by an immediate family member.

Reporting Policy and/or Conduct Violations

Each District employee will report to a supervisor or appropriate personnel any policy violation or breach of professional conduct involving a student, staff, or member of the public.

Appendix D

Employee Discipline Procedure

General Statement

The District will administer discipline in a fair and consistent manner.

Supervisor Responsibilities

Each supervisor is responsible for maintaining proper working conditions and employee performance within that supervisor's building, program, or department. Discipline will be used only to correct problems, maintain order, and/or deter negative behavior. Disciplinary problems must be dealt with promptly when they arise or become known to the employer. Discipline will be administered on the basis of substantiated facts. Any disciplinary action taken must be related to the offense and the employees work record. Supervisors must ensure that a

written record of the incident is maintained. Prior to the imposition of discipline, an investigation and pre-disciplinary conference for a non-probationary employee must be conducted. Disciplinary action taken must be consistent with this procedure and any applicable federal or state law, collective bargaining agreement, or District policy.

Pre-Disciplinary Resolution

Informal discussions, counseling, and coaching will be used whenever practicable. Additional training may be considered if it appears the employee could benefit and performance is likely to improve. However, formal disciplinary action should be taken when it is determined that further training and counseling would not be effective or the incident is of such magnitude that formal discipline is required.

Records of coaching and counseling may be maintained by supervisors for evaluation purposes. Coaching and counseling records will not be placed in employee personnel files.

Penalties

In accordance with the principles of progressive discipline, the steps may include:

Verbal Reprimand

A verbal reprimand is an oral statement made to the employee; it is not put in writing unless such a request is specifically made by the employee. The fact that it was given to the employee, however, should be recorded and kept in the supervisor's file, allowing the supervisor to recall it if later progressive discipline is necessary. The purpose of a reprimand is to correct the specific act or omission that is the subject of the reprimand and to place the employee on notice that continued misconduct may result in more severe discipline.

Written Reprimand

A written reprimand is formally documented in writing to the employee and placed in the employee's personnel file. The employee shall sign a statement acknowledging the receipt of the reprimand. This step may be warranted for a first offense which is a more serious breach of rules or following the issuance of a verbal reprimand. The purpose of a reprimand is to correct the specific act or omission that is the subject of the reprimand and to place the employee on notice that continued misconduct may result in more severe discipline.

Suspension

A suspension may be imposed for serious breaches of written rules and/or employer expectations for reasons which may include, but are not restricted to, misconduct, insubordination, or neglect of duty. A suspension may be warranted for a first offense which is a serious breach of rules or expectations or following the issuance of a written reprimand.

Demotion

A demotion may be considered when an employee, based on inefficiency, incompetence or misconduct, could not carry out the duties and responsibilities of the assigned position yet may demonstrate satisfactory performance in a less demanding assignment.

Dismissal

Dismissal is the most severe penalty in the employee disciplinary process. It is reserved for situations when an employee has (1) repeatedly demonstrated an inability or unwillingness to follow Board policies, procedures or orders, (2) when other forms of disciplinary action have been exhausted, (3) for first offenses which threaten the security or integrity of the building, program, or department, or (4) for conduct of such a serious nature that dismissal is warranted, including, but not limited to those offenses outlined in this procedure.

Disciplinary Factors

The Superintendent or designee, in determining what disciplinary action to take, will consider the following:

- The employee's past work record including disciplinary history;
- The effect of the offense on the District's efficient operation;
- The seriousness or type of offense relative to the employee's duties and responsibilities within the organization including the possible impact on other employees;
- Any mitigating or aggravating circumstances surrounding the offense;
- The uniformity of enforcement; and
- The timeliness of the disciplinary action.

Examples of Cause for Disciplinary Action

The District's employee conduct procedure lists examples of cause for discipline. This is not an exclusive list.

Offenses Which May Result In Reprimand

The following offenses may result in a reprimand for the first offense:

- Failure to observe Board policies or District procedures resulting in no adverse consequences.
- Failure to report an incident.
- Verbal altercation with another employee.
- Unsatisfactory job performance that has not been corrected through informal means.

Offenses That May Result In Suspension

The following offenses may result in a suspension without pay for the first offense or repeated lesser offenses:

- Failure to follow Board policies or District procedures resulting in adverse consequences.
- Use of physical force.
- Leaving work without proper notice or authorization.
- Fraudulent use of sick time.
- Carelessness resulting in loss or destruction of District property.
- Sleeping while on duty.
- Unsatisfactory job performance that has not been corrected by lesser discipline.

Offenses That May Result In Involuntary Demotion

The following offenses may result in an involuntary demotion:

- Failure to successfully complete a promotional probationary period.
- Failure to maintain proficient job performance as a result of inefficiency or incompetence.

Offenses That May Result in Dismissal

The following are examples of offenses or repeated lesser offenses that may result in dismissal:

- Absence without leave for five (5) or more working days or failure to return to work within five (5) working days following authorized leave.
- Consistent and persistent activity out of harmony with Board policy.
- Consistent and persistent failure to perform the duties entailed by the teaching appointment.
- Continuing unsatisfactory job performance after previous discipline and continued failure to improve.
- Conviction of a felony, gross misdemeanor, or misdemeanor that renders the employee unfit or unavailable for work.
- Falsification of official records or documents.
- Fraud or collusion in connection with any appointment in District service.
- Gross incompetence in teaching.
- Inappropriate relationship/undue familiarity with a student who is under the jurisdiction of the District.
- Insubordination including failure to comply with a management representative's instruction or repeated refusal to perform assigned duties and responsibilities.
- Lying or providing false information regarding an incident.
- Neglect or non-performance of duty including failure to exercise due diligence in the performance of one's official duties and responsibilities.
- Off-duty misconduct that renders an employee unsuitable or unavailable to perform the job.
- Offensive or abusive conduct toward students, co-workers, or the public.
- Possession of, use of and/or intoxication from alcohol or illegal drugs while on District property or at District sponsored events.

- Prolonged lack of activity in professional areas.
- Serious public moral misconduct.
- Theft or unauthorized possession, neglect or misuse of any District funds, property, equipment, material or supplies.
- Unreasonable use of physical force against a student or employee.
- Violation of the District's Harassment Policy.

Off-Duty Employee Misconduct

An employee may be disciplined for off-duty misconduct when the conduct affects the employer-employee relationship. Discipline may occur when such conduct affects the employee's ability to perform the job or when the District is harmed as a result of the off-duty conduct. The District will investigate such circumstances and the outcome will be independent of a finding by a criminal court.

Employee Responsibility

Each employee is subject to the District's Employee Conduct Standards. This procedure requires employees to act with integrity and in a professional manner consistent with the applicable code of ethics and professional conduct.

Standards for Disciplinary Proceedings

Disciplinary action involving regular employees will be taken in accordance with Board policies, District procedures, and the collective bargaining agreement. Further, all disciplinary actions will be undertaken in accordance with the following principles:

- Reasonable Work Rules: The Board's policies and District procedures will be reasonably related to the orderly, efficient and safe operation of the District's business.
- Fair Application of Rules: The District will apply its policies and procedure fairly and without discrimination to all employees.
- Fair Notice: The District will provide the employee with information concerning probable or possible disciplinary consequences for the employee's conduct.
- Investigation: The District, before disciplining an employee, will conduct an appropriate investigation to determine whether the employee committed an offense as defined in this procedure.
- Sufficient Evidence: The decision to initiate the disciplinary action will be based upon substantial proof of employee act(s) or omission(s).
- Just Penalty: The degree of discipline imposed will be related to the seriousness of the employee's offense and its impact upon the orderly, efficient and safe operation of the school and/or District.

Just Cause Review

The Director of Human Resources will conduct a just cause review, as appropriate, to determine if cause exists for disciplinary action. This determination will consider the following just cause standard:

- (1) Did the District give the employee forewarning or foreknowledge of the possible or probable disciplinary consequences of the employee's conduct?
- (2) Was the District's managerial order reasonably related to the orderly, efficient, and safe operation of the District?
- (3) Did the District, before disciplining the employee, investigate to determine whether the employee did in fact violate or disobey a rule or order of management?
- (4) Was the District's investigation conducted fairly and impartially?
- (5) During the investigation, did the District obtain substantial evidence that the employee is guilty as charged?
- (6) Has the District applied its rules, orders, and penalties evenhandedly and without discrimination to all employees?
- (7) Was the degree of discipline administered by the District in a particular case reasonably related to: (1) the seriousness of the employee's proven offense; (2) the employee's record of service with the District; and (3) the general discipline standards applied by the District?

Suspension with Pay

The Board or Superintendent or designee may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in the District's best interests, (2) as a disciplinary measure for misconduct that is detrimental to the District as defined above, or (3) pending a Board hearing to suspend a teacher without pay.

Investigation

Before a non-probationary support staff employee is disciplined by suspension with or without pay or by dismissal, management will conduct an investigation of the problem to determine the facts. A supervisor not directly involved in the incident or an outside investigator will be assigned to conduct the investigation. The investigator will interview the involved employee and witnesses, review all documents and evidence, and may prepare a written summary. The investigator will review the charges and allegations and render a finding as to whether such charges were substantiated, not substantiated, or could not be substantiated. The investigator will not recommend specific penalties or a level of discipline, but will gather all pertinent information to allow the District administration to determine the most appropriate disciplinary sanction. Investigations will be in accordance with this procedure.

Right to a Pre-Disciplinary Conference

Upon completion of the investigation, and prior to the imposition of any discipline, the employee will be given the opportunity for a pre-disciplinary conference. At the pre-disciplinary conference, the employee will be advised of the results of the investigation, the proposed disciplinary action, and be given an opportunity to respond orally to the results of the investigation and the proposed disciplinary action. The employee may have a representative in attendance at this meeting.

Representation

An employee who receives notice of a pre-disciplinary conference may choose to have representation. Under the collective bargaining agreement, the employee must be notified of the employee's right to have representation. The employee may choose the union representative but cannot insist upon a specific representative who may not be available through no fault of the employer. The employee will be permitted time before the conference to consult with the employee's representative. If a bargaining unit employee wishes to utilize a representative outside of the union, the employee must obtain a waiver of union representation from the union in accordance with the collective bargaining agreement.

Employee Representative Functions

The representative may reasonably assist the employee during the conference. However, a representative cannot attempt to transform the conference into an adversarial proceeding through unduly provocative questions or by the tone or manner of the representative's conduct. The employer has no duty to bargain with a representative.

Grounds for Discipline

Following the pre-disciplinary conference, and assuming the imposition of discipline, the specific grounds for a written reprimand, demotion, suspension or dismissal will be given in writing to non-probationary support staff employee with a copy to the Union, unless otherwise required by law.

The specific grounds for an oral reprimand or other discipline will be given to the employee in writing within a reasonable time after the request of the employee for such grounds, with a copy to the Union, unless otherwise required by law.

Rights Preceding Discipline/Compulsion of Testimony

Demotion, discipline, or other involuntary change in the employment status of any bargaining unit employee will be preceded by: 1) the honoring of all employees' rights included in the collective bargaining agreement and applicable statutes; 2) a conference held with the employee by the appropriate administrator prior to taking action; and 3) a written explanation for the action given to the employee.

Whenever the Board engages in an administrative investigation of any alleged breach of conduct by a member of the Union, the individual member must cooperate with the administration, but will not be required to take a lie detector test.

Request for Review by the Board of Education

The Superintendent may discipline, including suspension without pay for up to ten (10) days or dismissal, any non-probationary support staff employee. However, any employee suspended or dismissed is entitled to review of the Superintendent's decision by the Board of Education.

Such a review must be requested by the employee in writing, filed with the Superintendent within ten (10) days after receipt of notice of suspension without pay or dismissal. The Board will conduct a hearing on the matter within twenty-five (25) days of the request for the hearing. At the hearing, the employee may be represented by the Union and/or counsel of the employee's choice.

Appearance before the Board of Education

When a non-probationary support staff employee is required to appear before the Board of Education concerning any matter which is evaluative or disciplinary in nature, or which could adversely affect the continuation of that employee in his/her position of employment, or his/her salary or any salary pertaining thereto, the employee will be given reasonable prior written notice of the reasons for such meeting or interview and will be entitled to have a representative of the Union present to advise him/her and represent him/her during such meeting or interview.

Suspension of Teachers

The Superintendent has the authority to suspend a teacher from his/her position when the teacher's conduct is seriously detrimental to the school system. Such teacher will be afforded a formal hearing before the Board within forty-eight (48) hours of said suspension, except that the teacher may request sufficient extension of time to engage legal counsel. Any suspended teacher will have the right to legal counsel and Association representation at said hearing. Nothing herein is to be construed to limit the authority of the Board to suspend a teacher in accordance with applicable law nor does any suspension limit the authority of the Board to discharge a teacher according to law. In no event will a teacher be precluded from instituting legal action in a court of competent jurisdiction.

If the complaint(s) which provided a basis for the suspension or discharge of a certified teacher is (are) found to be unjustified and unsubstantiated in the course of due process, the teacher will be reinstated and will be retroactively compensated for all salary, fringe benefits, and emoluments withheld from the teacher during the suspension or discharge period. In addition, all written records of the suspension or discharge period will be immediately removed from the teacher's personnel file. A notarized letter will be presented to the teacher whose suspension or discharge was unjustified, exonerating him/her from those complaints that led to the suspension or discharge. This letter will not appear in his/her personnel file.

This procedure will be in addition to any and all rights conferred upon the teacher under the School Code of the State of Illinois.

Employees will not be suspended without justification. Such justification will not be arbitrary, discriminatory or unreasonable.

Termination during Probationary Period

Probationary employees may be terminated at any time during their probationary period with or without justification. In such instances, the Superintendent or designee will give notice of the employee's termination. Notice may be given by either: (1) personally serving the notice on the probationary employee, or (2) by mailing notice by certified mail, return receipt requested, to the home address of the probationary employee. Service by mail is complete upon mailing. The Director of Human Resources will be copied on the termination notice. Employees terminated during a probationary period will have no right to appeal except as provided by State law.

Completion of Probationary Period

Reports regarding completion of the probation period must be received in the Human Resources Department prior to the employee's last day of probation. An employee who has not been notified by the supervisor or designee of termination prior to the end of his or her last day of probation will gain regular status.

Appendix E

Federal Family and Medical Leave Act

In addition to the provisions of the current collective bargaining agreement, an eligible District 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. The 12 week, or 60 days, FMLA leave allotment is calculated using a "rolling" 12-month method, also commonly known as the "look-back."

Using this method, the FMLA allotment is calculated by looking back over the last 12 months from the date of the request, adding all FMLA time the employee has used during the previous 12 months and then subtracting that total from the employee's 12-week leave allotment. Once an employee uses a day of FMLA protected leave he or she only become eligible to gain a day back on the 12-month anniversary of that date.

For example, if an employee takes an approved 12 weeks of FMLA leave beginning on March 9, 2015, the employee will not be eligible for any additional FMLA protected leave for 12-months. The employee would be eligible for one day of FMLA protected leave on March 9, 2016, another day on March 10, 2016, and so on.

A second example is that an employee requests and is approved for eight (8) weeks of FMLA protected leave beginning on March 9, 2014. After completing the eight (8) weeks of approved FMLA leave the employee is released to return to work. After working for two months the employee requests six (6) additional weeks of FMLA protected leave. The employee would only be eligible for four (4) weeks of additional leave, which would fulfill the 12 weeks of protected leave during a 12-month period.

In addition, under the military family leave provisions of the Family Medical Leave Act, 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 will 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 will 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 an employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter;
2. 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.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. 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.
6. 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 employee.

Requesting Leave

If the need for 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 will 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 will 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 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 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 six (6) months in connection with any absence needing an intermittent or reduced schedule leave for conditions with any 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. The 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 two (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 eight (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 will 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 policy and the FMLA or its regulations, the latter will control. The terms used in this policy will be defined as in the FMLA regulations.

More Information

The brochure entitled *Understanding Family Medical Leave* can be found on the District's website in the Human Resources section. For clarification or additional help regarding FMLA, contact the District's Human Resources Department.

Appendix F

Uniform Grievance Procedure – Board policy 2:260

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board of Education policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;

4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
7. Bullying, 105 ILCS 5/27-23.7
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, and/or programs;
10. Victims' Economic Security and Safety Act, 820 ILCS 180;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112;
12. Provision of services to homeless students; or
13. Illinois Whistleblower Act, 740 ILCS 174/
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
15. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant will not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager will assist the Complainant as needed.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and the identity of

the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years or age or older.

Within 30 school business days of the date the complaint was filed, the Complaint Manager will file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report will be filed with the Board, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board of Education informed of all complaints.

Decision and Appeal

Within five (5) school business days after receiving the Complaint Manager's report, the Superintendent will mail his or her written decision to the Complainant by U.S. mail, first class, as well as to the Complaint Manager.

Within ten (10) school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager will promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board of Education will affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five (5) school business days of the Board's decision, the Superintendent will inform the Complainant of the Board's action.

This grievance procedure will not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure will not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent serves as the Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The Superintendent will serve as one Complaint Manager to administer the complaint process in this policy. The Director of Human Resources will serve as the other Complaint Manager.

The names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers are as follows:

Nondiscrimination Coordinator:
Dr. Donn Mendoza, Superintendent
884 W. Nippersink Dr.
Round Lake, IL 60073
847-270-9000

Complaint Managers:

Dr. Mary L. Lamping, Chief Operations Officer
884 W. Nippersink Rd.
Round Lake, IL 60073
847-270-9017

Kristie Belesiotis, Director of Human Resources
884 W. Nippersink Rd.
Round Lake, IL 60073
847-270-9027

Also please refer to the following current agreement: "Round Lake Area School Community District #116 collective bargaining agreement."

Appendix G

WORKPLACE HARASSMENT PROHIBITED

The District expects the workplace environment to be productive, respectful, and free of unlawful harassment. District employees will 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 on 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

District employees will 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

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.

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

Employees should immediately report claims of harassment to the Superintendent, Principal, Administrator, or the Administrator who will inform and refer the employee to the Nondiscrimination Coordinator and/or use the Board of Education policy 2:260, Uniform Grievance Procedure. Employees may choose to report to a person of the employee's same sex.

An employee's employment, compensation, or work assignment will 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).

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

The Superintendent will serve as the Nondiscrimination Coordinator and the Director of Human Resources will serve as the Complaint Manager.

The Superintendent will also use reasonable measures to inform staff members and applicants of this policy, which will include reprinting this policy in the appropriate handbooks.

Appendix H

Getting Started with Skyward and Aesop

Background Information: Skyward is the District's system for requesting time off electronically. Aesop is the District's automated substitute placement and absence management system. Aesop also gives you the ability to track your absences and leave notes/attachments for the substitute.

Electronic Time off Requests

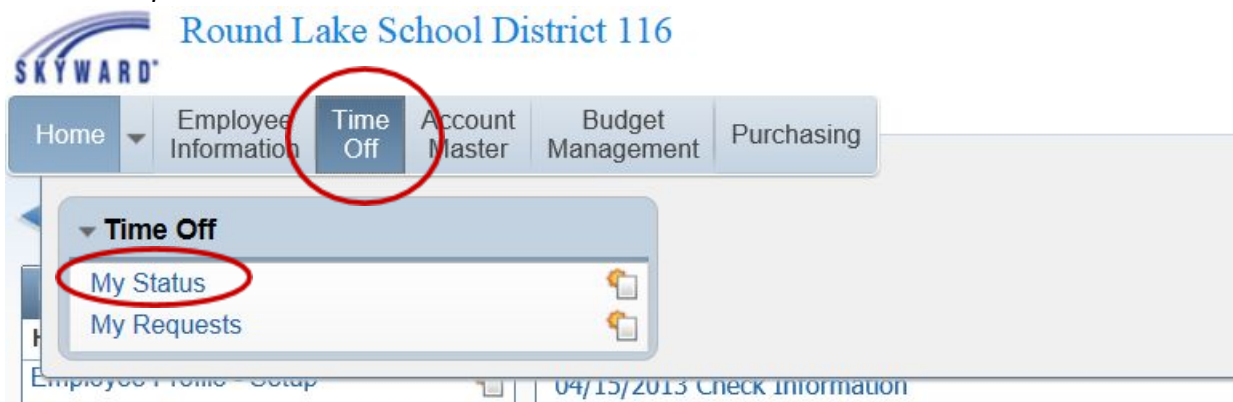
To help speed up the approval process, improve the accuracy of time off balances, and reduce paper, the District has moved to a system of requesting time off electronically.

The absence protocol will still be dictated by the collective bargaining agreement and the individual Principal or supervisor. In addition to any specific requirements established for your school/department, you will log on to Employee Access to submit a time off request:

- If you require a substitute, the system will send you out to the *Aesop* website.
- You can access Skyward through a computer or a smartphone using the Skyward Application.
- If you are sick and do not have access to the web or a smartphone, you may retroactively submit the Employee Access request. You will still be required to contact the appropriate personnel.
- Your building/program secretary will be able to view your absences on a school/department calendar.

Instructions

To request time off through Skyward, go into Employee Access and click on *Time Off* and *My Requests*:



Click Add:

The screenshot shows the 'My Time Off Requests' page in the Skyward HR system. The page header includes the Skyward logo and 'Round Lake School District 116'. The user 'Jennifer Sykora' is logged in. The navigation menu includes 'Home', 'Employee Information', 'Time Off', 'Account Master', 'Budget Management', and 'Purchasing'. The 'Time Off' section is active. The page title is 'My Time Off Requests'. Below the title, there are 'Views' and 'Filters' dropdowns. A table of requests is displayed with columns: Date, Time, Amount, Status, Year, Time Off Code, Reason, and Description. The table contains two rows of data. To the right of the table, there are buttons for 'Add', 'Edit', 'Delete', and 'Clone'. The 'Add' button is circled in red.

Date	Time	Amount	Status	Year	Time Off Code	Reason	Description
03/21/2013 Thu	12:00 am	1 Days	Approved	Current	SICK	SICK DAY	SICK DAY
03/20/2013 Wed	12:00 am	0.28 Days	Approved	Current	SICK	SICK DAY	SICK DAY

1. Select the *Time Off Code* that applies (Sick, Personal, Vacation, Jury Duty, Workshop and Professional Day, etc.).
2. The *Reason Code* is not a field we use. Therefore, the only choice is "XXXXX".
3. A description may or may not be required by your supervisor.
4. Select a *single day* or *date range*.
5. Select the date(s) you are requesting.
6. Enter the number of days.
7. It is not necessary to enter the start time; unless you wish to show your supervisor what time you will be leaving for partial days off.
8. If you need a substitute, check this box. It will take you to Aesop.
9. Your request will automatically be sent to your supervisor. Select any additional personnel you wish to notify.
10. Click *Save* to submit your request.

Add - 05.13.02.00.11-10.2 - Google Chrome

https://skystu.rlas-116.org/scripts/wsis.dll/WService=wsSky/rtoqedit001.w?isPopup=true

Add

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
PERSONAL	2 Days			2 Days			
SICK	23.5 Days			23.5 Days			
WORKSHOP	-0.5 Days			-0.5 Days			

Time Off Request

Time Off Code: Hours per Day: 6h 00m

* Reason:

Description:

Maximum characters: 200, Remaining characters: 200

Type: ☒ Single Day ☐ Date Range

* Start Date:

Days:

Start Time:

☐ Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

Asterisk (*) denotes a required field

Check Spelling

Save

Back

Approvals

You will receive an email indicating whether your request has been approved or denied. You can also see the status of your request in Employee Access at any time.

“Approval” by the secretary only indicates that they have seen and processed your request. Your request for time off is not approved until you receive approval from your Principal/Supervisor (the Superintendent’s Office for Union Time).

Cancellation

If you need to cancel a requested day, enter a new request with a *negative* day for the same date and code you originally chose. It will go through the same approval process as a Time Off

request. This will notify the secretary and Principal/Supervisor of your Time Off change and cancel out the original request.

Employee Handbook Acknowledgement of Receipt

I acknowledge I have received a copy, read, and fully understood the Round Lake Areas Schools District No. 116 Employee Handbook, dated May 3, 2019.

I understand it is my responsibility to become familiar with District policies and procedures that concern my employment, whether referenced in this Handbook or not. I understand this Handbook is not all-inclusive or comprehensive and constitutes only a summary of a portion of the Board of Education policies and administrative procedures governing the District. If I have any questions about any Board of Education policy, administrative procedure, or Handbook provision during my employment in the District, I agree I will seek clarification from the Director Human Resources.

I understand neither this Handbook nor any Board of Education policy or administrative procedure including any written or oral statement contradicting, modifying, interpreting, explaining, or clarifying any provision of any of these documents is intended to create an employment contract, either express or implied, or change my status as an "at-will" employee.

I understand this Handbook supersedes all prior versions and further understand the policies, benefits, and rules contained in this Handbook may be withdrawn, revoked, altered, or amended at any time, with or without advance notice.

I understand and agree to comply with all provisions of this Handbook and any and all other policies, procedures, rules, and guidelines of the District. I further understand my violation of this Handbook or any policy, procedure, rule, or guideline may result in disciplinary action, up to and including dismissal.

Employee's Name

Employee's Signature

Date