

NORRIDGE SCHOOL DISTRICT #80

**POLICY REFERENCE MANUAL
TABLE OF CONTENTS
SECTION 5 – PERSONNEL**

General Personnel

- 5.10 Equal Employment Opportunity and Minority Recruitment
 - 5.10-AP Administrative Procedure – Workplace Accommodations for Nursing Mothers
- 5.20 Sexual Harassment
 - 5.20-AP Administrative Resource – Sample Questions for Conducting the Internal Sexual Harassment in the Workplace Investigation
- 5.30 Hiring Process and Criteria
 - 5.30-AP1 Administrative Procedure – Job Interviews
 - 5.30-AP2 Administrative Procedure – Investigations
- 5:35 Compliance with the Fair Labor Standards Act
 - 5:35-AP1 Administrative Procedure - Fair Labor Standards Act Exemptions
 - 5:35-AP2 Administrative Procedure - Employee Records Required by the Fair Labor Standards Act
 - 5:35-AP3 Administrative Procedure - Compensable Work Time for Non-Exempt Employees Under the FLSA
 - 5:35-AP4 Administrative Procedure - Fair Labor Standards Act 12-Step Compliance Checklist
 - 5:35-E Exhibit - Volunteer Agreement Executed by a Non-Exempt Employee
- 5.40 Communicable and Chronic Infectious Disease
 - 5.40-AP Administrative Procedure – Communicable and Chronic Infectious Disease
- 5.50 Drug and Alcohol-Free Workplace
- 5.60 Expenses

- 5.60-AP Administrative Procedure – Expenses
- 5.60-E Exhibit – Employee Travel Expense Voucher
- 5.70 Religious Holidays
- 5.80 Court Duty
- 5.90 Abused and Neglected Child Reporting
- 5.100 Staff Development Program
 - 5.100-AP Administrative Procedure – Staff Development Program
- 5.110 Recognition for Service
- 5.120 Ethics
 - 5.120-AP1 Administrative Procedure – Statement of Economic Interests for Employees
 - 5.120-AP2 Administrative Procedure – Employee Conduct Standards
- 5.130 Responsibilities Concerning Internal Information
 - 5.130-AP Administrative Procedure – Email Retention
- 5.140 Solicitations by or from Staff
- 5.150 Personnel Records
 - 5.150-AP Administrative Procedure – Personnel Records
- 5.160 **OPEN**
- 5.170 Copyright
 - 5.170-AP1 Administrative Procedure – Copyright Compliance
 - 5.170-AP2 Administrative Procedure – Seeking Permission to Copy or Use Copyrighted Works
 - 5.170-AP3 Administrative Procedure – Instructional Materials and Computer Programs Developed Within the Scope of Employment

- 5.170-E Exhibit – Request to Reprint Material
- 5.180 Temporary Illness or Temporary Incapacity
- 5.185 Family and Medical Leave
- 5.185-AP Administrative Procedure – Family and Medical Leave

Professional Personnel

- 5.190 Teacher Qualifications
 - 5.190-AP Administrative Procedure – Plan to Ensure That All Teachers Who Teach Core Academic Subjects Are *Highly Qualified*
 - 5.190-E1 Exhibit – Notice to Parents of Their Right to Request Their Child’s Classroom Teachers’ Qualifications
 - 5.190-E2 Exhibit – Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who is Not *Highly Qualified*
 - 5.190-E3 Exhibit – Letter to Teacher Who is Not *Highly Qualified*
- 5.200 Terms and Conditions of Employment and Dismissal
- 5.210 Resignations
- 5.220 Substitute Teachers
 - 5.220-AP Administrative Procedure – Substitute Teachers
 - 5.220-E Exhibit – Unsatisfactory Performance Report for Substitute Teachers
- 5.230 Maintaining Student Discipline
- 5.240 Suspension
 - 5:240-AP Administrative Procedure – Suspensions
- 5.250 Leaves of Absence
 - 5:250-AP Administrative Procedure – School Visitation Leave
- 5.260 Student Teachers

Educational Support Personnel

- 5.270 Employment At-Will, Compensation, and Assignment
 - 5.270-E Exhibit – Notice of Employment
- 5.280 Duties and Qualifications
- 5.285 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
 - 5.285-AP Administrative Procedure – Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- 5.290 Employment Termination and Suspensions
- 5.300 Schedules and Employment Year
- 5.310 Compensatory Time-Off
 - 5.310-E Exhibit – Agreement to Receive Compensatory Time-Off
- 5.320 Evaluation
- 5.330 Sick Days, Vacation, Holidays, and Leaves

General Personnel

Equal Employment Opportunity and Minority Recruitment

The School District shall 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 or 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, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and 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. These individuals are listed below. 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.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Name	<u>Dr. Susan Knight, Superintendent</u>
Address	<u>Norridge District #80</u> <u>8151 W. Lawrence Avenue</u> <u>Norridge, IL 60706</u>
Telephone No.	<u>708-583-2068</u>

Complaint Managers:

Name	<u>Mr. Kerry Leiby, Principal</u>	<u>Mrs. Mary Kay Dunne, Principal</u>
Address	<u>James Giles School</u> <u>4251 N. Oriole Avenue</u> <u>Norridge, IL 60706</u>	<u>John V. Leigh School</u> <u>8151 W. Lawrence Avenue</u> <u>Norridge, IL 60706</u>
Telephone No.	<u>708-453-4847</u>	<u>708-456-8848</u>

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.: Age Discrimination in employment Act, 29 U.S.C. §621 et seq.
 Americans With Disabilities Act, Title I, 42 U.S.C. §12111 et seq.
 Civil rights Act of 1991, 29 U.S.C. §§621 et seq., 42 U.S.C. §1981 et seq.,
 §2000e et seq., and §12101 et seq.
 Equal Employment Opportunities Act (Title VII of the Civil Rights Act of
 1964), 42 U.S.C. §2000e et seq., 29 C.F.R. Part 1601.
 Equal Pay Act, 29 U.S.C. §206(d).
 Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
 Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
 Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.,
 Title IX of the Education Amendments, 20 U.S.C. §1681 et seq., 34
 C.F.R. Part 106.
 Uniformed Services Employment and Reemployment Rights Act (1994),
 38 U.S.C. §§4301 et seq.
 Ill. Constitution, Art. I, §§17, 18, and 19.
 105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19,
 5/24-4, 5/24-4.1, and 5/24.7.
 Ill. Whistleblower Act 740 ILCS 174 et seq.
 775 ILCS 5/1-103 and 5/2-102.
 Religious Freedom Restoration Act, 775 ILCS 35/5.
 Ill. Equal Pay Act of 2003, 820 ILCS 112/1 et seq.
 Victims; Economic Security and Safety Act, 820 ILCS 180/30,
 23 Ill.Admin.Code §1.230.

12/2002; 6/2005; 2/2009

Page 3 of 3

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Sexual Harrassment), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:70 (Religious Holidays), 5:180 (Temporary Illnes or Temporary Incapacity), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Preventing Bullying, Intimidation, and Harrassment) 8:70 (Accommodating Individuals with Disabilities).

General Personnel**Goals and Objectives**

The personnel policies of a school district are an essential part of the public education in a community. The philosophy of a school district and the community is generally reflected in these policies.

A dynamic and efficient staff, dedicated to providing the best educational service to the community, is the most essential element in the successful operation of the school system. Through its personnel policies, the Board wishes to establish conditions which will attract and hold the highest qualified personnel for all positions who will devote themselves to the education and welfare of our schools and the children they serve.

Policy development must be approached with an attitude of mutual respect and good will. Cooperation and participation of all employees, the Board, and community are essential in the formulation and execution of effective Board policies.

In formulating specific policies, the Board has attempted to work toward these goals:

- I. To recruit, select, and employ the best qualified personnel within reasonable fiscal policy and budget limitations.
2. To provide an appropriate in-service training program for all employees.
3. To deploy personnel and insure that they are utilized as effectively as possible.
4. To conduct an employee appraisal program that will help to contribute to the continuous improvement of staff performance.
5. To develop a staff compensation program sufficient to attract and retain highly qualified employees within reasonable fiscal policy and budget limitations.
6. To develop the quality of human relationships conducive to maximum staff performance and satisfaction.

General Personnel**Code of Ethics****Principle I – Commitment to the Student**

Educators measure success by the progress of each student toward realization of their potential as a worthy and effective citizen. Educators therefore work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfilling their obligation to students, employee

- I. shall not without cause restrain the student from independent action in pursuit of learning, and shall not without cause deny the student access to varying points of view;
- II. shall not deliberately suppress or distort subject matter for which he/she bears responsibility;
- III. shall make a reasonable effort to protect the student from conditions harmful to learning or to health and safety;
- IV. shall conduct professional business in such a way that he does not expose the student to unnecessary embarrassment or disparagement;
- V. shall not on the ground of race, color, creed, or national origin exclude any student from participation in or deny him benefits under any program, nor grant any discriminatory consideration or advantage;
- VI. shall not use professional relationships with students for private advantage;
- VII. shall keep in confidence information that has been obtained in the course of professional service, unless approved by the administration or as required by law;
- VIII. shall not tutor for remuneration students assigned to his classes without prior written approval of the Superintendent.

Principle II – Commitment to the Public

Educators believe that patriotism in its highest form requires dedication to the principles of our democratic heritage. Educators share with all other citizens the responsibility for the development of sound public policy and assume full political and citizenship responsibilities. Educators bear particular responsibility for the development of policy relating to the extension of educational opportunities for all.

In fulfilling their obligation to the public, employees

PERSONNEL

Code of Ethics (continued)

- I. shall not misrepresent the philosophy of the school district, and shall take adequate precautions to distinguish personal and institutional or organizational views;
- II. shall not knowingly distort or misrepresent the facts concerning educational matters in direct and indirect public expressions;
- III. shall not interfere with a colleagues' exercise of political and citizenship rights and responsibilities;
- IV. shall not use institutional privileges for private gain or to promote political candidates or partisan political activities;
- V. shall accept no gratuities, gifts, or favors that might impair or appear to impair professional judgment, not offer any favor, service, or thing of value to obtain special advantage.

Principle III – Commitment to the Profession

Educators believe that the quality of the services of the education profession directly influences the nation and its citizens. Therefore, they exert every effort to raise professional standards, to improve services, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to a career in education. Aware of the value of united effort, educators contribute actively to the support, planning, and programs of professional organizations.

In fulfilling their obligation to the profession, employees

- I. shall not discriminate on the ground of race, color, creed, or national origin for membership in professional organizations, not interfere with the free participation of colleagues in the affairs of their association;
- II. shall accord fair and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
- III. shall not use coercive means or promise special treatment in order to influence professional decisions of colleagues;
- IV. shall withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves professional purposes;
- V. shall not refuse to participate in a professional inquiry when requested by an appropriate professional association;
- VI. shall not misrepresent his professional qualifications;
- VII. shall not knowingly distort evaluations of colleagues.

Principle IV – Commitment to Professional Employment Practices

NORRIDGE DISTRICT #80

5.12

PERSONNEL

Code of Ethics (continued)

Educators regard the employment agreement as a pledge to be executed both in spirit and in fact in a manner consistent with the highest ideals of professional service. Educators believe that sound professional and personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect. Educators discourage the practice of their profession by unqualified persons.

In fulfilling their obligation to professional employment practices, employees

- I. shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications;
- II. shall apply for a specific position only when it is known to be vacant, and shall refrain from underbidding or commenting adversely about other candidates;
- III. shall not knowingly withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment;
- IV. shall give prompt notice to the employing agency of any change in availability of service, and the employing agent shall give prompt notice of change in availability or nature of a position;
- V. shall adhere to the terms of a contract or appointment, unless the terms have been legally terminated, falsely represented, or substantially altered by unilateral action of the employing agency;
- VI. shall conduct professional business through established channels of communications;
- VII. shall not delegate assigned tasks to unqualified personnel;
- VIII. shall permit no commercial exploitation of their professional position;
- IX. shall use time granted for the purpose for which it is intended.

General Personnel**Maintenance of Discipline**

Certificated employees are responsible for the maintenance of discipline and control of all students at all times during the school day. Teachers are expected to supervise student behavior in hallways, rest rooms, cafeterias, common areas, etc., as well as in their classroom, and shall act to prevent or stop unacceptable behavior by students. Support personnel are to aid in this endeavor, and are to refer all instances of unacceptable behavior or unsafe conditions to an administrator or certificated employee.

Certificated Personnel -Classroom Discipline

The primary responsibility for classroom discipline resides with the teacher. Effective classroom discipline requires that classroom activities have been planned and organized in such a way that all students are involved in and are aware of these activities. To provide this learning atmosphere, each teacher must, through pupil respect and/or rapport, control the total environment so that even if certain students are disinterested or inattentive, they do not disrupt the activities for other students.

Effective teachers are able to provide this environment through positive classroom methodology and organization, group and individual guidance, and enforcement of classroom rules and regulations, without resorting to overt negative criticism and embarrassment to the student in front of peers. The necessity to continually remove a student from class is not only demeaning but is evidence of failure on the part of the teacher to meet their basic job responsibility. In addition, removal or expulsion may, in some cases, be encouraging unacceptable behavior by drawing attention to the student and thereby reinforcing the behavior.

No matter how informed and skilled a teacher may be in subject matter, these abilities will be of little benefit unless a proper learning atmosphere is created. Discipline is of primary concern and importance to effective teaching and must be a major objective of each teacher.

General Personnel**Security****Employee Protection and Personal Property**

The Board of Education will attempt to safeguard employees and their personal property while on the school premises; however, employees must exercise reasonable care for their own protection and that of their personal property. Any employee who is threatened with bodily harm by an individual or group while carrying out their assigned duties should notify the administration immediately. The Superintendent shall be authorized to take reasonable precautionary measures, including the notification of the proper authorities to provide for the employee's safety.

The District will not assume responsibility for the loss or theft of personal belongings at school but will work with the proper authorities to recover missing property and apprehend individuals involved. Employees are advised not to bring valuables or carry large sums of money with them when they come to work. Any personal property brought to the schools should be well marked and secured in a safe area. The administration should be notified and given an inventory of personal property used by employees in the schools.

Use of Keys

Keys for use on secured gates, doors, desks, file cabinets, etc. will be issued to those employees whose duties require them to have keys. The issuance of keys, as well as the maintenance of key records, will be the responsibility of the Superintendent, or his designee.

Employees will be required to return issued keys as the close of each school term and when access to a keyed area is no longer required. The unauthorized duplication of keys will be considered a breach of security and will subject employees to disciplinary action including dismissal.

Visitors

All visitors are required to report to the office immediately upon entering the schools. Visits to the school district by friends and acquaintances of employees during school hours are not encouraged, and personal visitors are not permitted in work areas without prior approval of the administration. Should it be necessary for a friend or relative to speak with an employee during the working hours, the individual should wait in the office or other area designated by the administration. Non-emergency phone calls will be given to employees during non-instructional time only.

General Personnel**Dress and Grooming**

Employee dress and grooming should be appropriate for the work situation. However, radical departures from conventional dress or personal grooming will not be permitted, regardless of the nature of the job performed.

Since all school employees have contact with the public and therefore represents the District in appearance as well as actions. Accordingly, the personal appearance of employees shall be governed by the following standards:

- I. Employees are expected to dress in a manner that is normally acceptable in professional settings. With the exception of administrative approved “special days”, the wearing of jeans, shorts, T-shirts, and similar items of casual attire is not permitted as they do not present a businesslike appearance.
- II. Hair should be clean, combed, and neatly trimmed or arranged. Facial hair should be neatly trimmed. Shaggy, unkempt hair is not permitted regardless of length.
- III. Appropriate safety measures regarding clothing, hair, jewelry, etc. should be taken near machinery and other work hazards.

If an employee reports for work improperly dressed or groomed, the superintendent, or his/her designee, shall instruct the employee to return home to change clothes or take other appropriate corrective action. The employee will not be compensated during such time away from work. Repeated violations of this policy may be cause for additional disciplinary action including dismissal.

General Personnel

Outside Employment

All school personnel are employed to fulfill specific job tasks that will help the children of the District achieve at an optimum level. It is understood that the duties of each employee shall be carried out to the full satisfaction of the Board of Education and administration.

Outside employment opportunities are permissible for school district employees as long as the job opportunities do not interfere with the proper discharge of the assigned duties for which the employee is obligated or do not cause poor public relations within the District, thereby limiting the effectiveness of the employee in the discharge of his duties. If such employment does interfere with school duties, a review of the situation will be made by the Board of Education and/or administration and appropriate action taken to correct any objectionable circumstances.

Employees shall not perform duties related to an outside job using any district facilities, equipment, or materials unless prior approval has been given by the Superintendent, nor shall an employee perform duties related to outside employment during the normal school day.

Tutoring for Pay

Since the public schools are supported by tax dollars, it is presumed that teaching will be accomplished to the fullest extent possible during the regular school day and that additional help and assistance shall be given freely as time permits. Therefore, it is not considered a desirable practice for employees of the district to tutor or give private instruction, therapy, or treatment to their pupils for additional pay or remuneration.

In cases where tutoring is initiated or requested by a student or parent of a student, the teacher should request permission from the Superintendent before tutoring for additional pay or remuneration. Under no circumstances may an employee tutor or give private instruction on school district premises for extra remuneration without administrative approval.

Home/Hospital Instruction

Students who are unable to attend school due to accident, injury, or extended non-communicable diseases or other doctor authorized reasons may obtain medical justification for home or hospital instruction.

When possible, school district employees should be used for home/hospital instruction. When employees are unwilling or unable to assist with such instruction, the Superintendent, or his/her designee, shall employ the best available candidate for the position. Employees who accept home/hospital teaching assignments will be paid for mileage and instruction according to a rate established by the Board of Education. Mileage reimbursement shall be determined by computing the round trip distance from the student's home/hospital placement to the teacher's school or home, whichever is least.

Summer School

All openings for summer school positions will be adequately publicized by the Superintendent. Employees who wish to apply for such positions shall submit a letter of interest to the Superintendent.

Employees who accept summer teaching assignments shall be paid according to a rate established by the Board of Education. Mileage reimbursement shall not be applicable.

Adult and Continuing Education

Employees may instruct adult and continuing education classes provided such employment does not interfere with the discharge of the employee's duties and responsibilities within the school district. Instructional preparation time given by the District to prepare for an employee's teaching assignments should not be spent on outside employment endeavors of this type.

REF: I.R.S. 122: 24-1.1; 122: 18-8; 122: 10-22.33a

General Personnel

Sexual Harassment

The School District shall provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by State and federal law.

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

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual 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 sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of sexual harassment to the Nondiscrimination Coordinator and/or use the Board policy 2:260, Uniform Grievance Procedure. Employees may choose to report to a person of the employee's same sex. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignments.

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 shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

General Personnel

Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunities and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the School Board. No individual will be employed who has been convicted of a criminal offense listed in Section 5/10-21.9© of The School Code.

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

Job Descriptions

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

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database (when available) is performed on each applicant as required by State law. The Superintendent or designee shall notify an applicant if the applicant is identified in either database. The Board President will keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Teacher Certification Board, or any other person necessary to the hiring decision.

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

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section 10-21.9 of The School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

Physical Examinations

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

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

Orientation Program

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

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. § 12112, 29 C.F.R. Part 1630.

Immigration Reform and Control Act, 8 U.S.C. § 1324a et seq.

105 ILCS 5/10-16.7, 5/10-5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-1 et seq.

Duldulao v. St. Mary of Nazareth Hospital, 483 N.E.2d 956 (1st Dist. Ill. 1985), *aff'd in part and remanded* 505 N.E.2d 314 (Ill. 1987).

Kaiser v. Dixon, 468 N.E.2d 822 (2nd Dist. Ill. 1984).

Molitor v. Chicago Title & Trust Co., 59 N.E.2d 695 (1st Dist. Ill. 1945).

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease, 5:280 (Educational Support Personnel – Duties and Qualifications)

General Personnel

Communicable and Chronic Infectious Disease

The Superintendent shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with State and federal law, Illinois Department of Public Health rules, and School Board policies.

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. 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 shall hold 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.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. § 12101 et seq.; 29 C.F.R. §1630.1 et seq.
Rehabilitation Act of 1973, 29 U.S.C. § 791; 34 C.F.R. § 104.1 et seq.
20 ILCS 2305/6.
105 ILCS 5/24-5.
820 ILCS 40/1 et seq.
77 Ill.Admin.Code Part 690.

CROSS REF.: 2:150 (Committees), 5:30 (Hiring Process and Criteria), 5:180 (Temporary Illness or Temporary Incapacity)

General Personnel**Drug- and Alcohol-Free Workplace**

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

1. unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.
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 is one that is:

1. not legally obtainable;
2. being used in a manner different than prescribed;
3. legally obtainable, but has not been legally obtained; or
4. referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

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

In order to make employees aware of dangers of drug and alcohol abuse, the District will:

1. provide each employee with a copy of the District Drug- and Alcohol-Free Workplace policy;
2. post notice of the District Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;
3. make available materials from local, state, and national anti-drug and alcohol-abuse organizations;
4. enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;
5. establish a drug-free awareness program to inform employees about:
 - a. the dangers of drug abuse in the workplace,
 - b. available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and

- c. the penalties that the District may impose upon employees for violations of this policy.

District Action Upon Violation of Policy

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

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

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. § 12114.
Controlled Substances Act, 21 U.S.C. § 812; 21 C.F.R. 1308.11 - 1308.15.
Drug-Free Workplace Act of 1988, 41 U.S.C. § 701 et seq.
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. § 7101 et seq.
Drug-Free Workplace Act, 30 ILCS 580/1 et seq.

General Personnel

Expenses

The School Board shall reimburse employees for expenses necessary for the performance of their duties which have been approved by the Superintendent. If the anticipated expense amount exceeds budgeted amounts, prior Board approval is required.

Employees must submit to the Superintendent an itemized, signed voucher showing the amount of actual expenses, attaching receipts to the voucher if possible. Expense vouchers shall be presented to the School Board in its regular bill process.

LEGAL REF.: 105 ILCS 5/10-22.32.

General Personnel

Religious Holidays

Supervisors shall grant an employee's request for time off to observe a religious holiday if the employee gives at least 5 days prior notice and the absence does not cause an undue hardship.

Employees may use earned vacation time, or personal leave to make up the absence, provided such time is consistent with the District's operational needs. A per diem deduction may also be requested by the employee.

LEGAL REF.: Religious Freedom Restoration Act, 775 ILCS 35/5.
775 ILCS 5/2-101 and 5/2-102.

General Personnel

Court Duty

The District will pay full salary during the time an employee is on court duty or, pursuant to a subpoena, serves as a witness or has a deposition taken in any school-related matter pending in court.

The District will deduct the court duty remuneration, less mileage and meal expenses, from the employee's compensation.

An employee should give at least 5 days' prior notice of pending court duty to the District.

LEGAL REF.: 105 ILCS 5/10-20.7.

General Personnel

Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall immediately report such a case to the Illinois Department of Children and Family Services on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. All District employees shall sign the “Acknowledgement of Mandated Reporter Status” form provided by the Illinois Department of Child and Family Services (DCFS) and the Superintendent or designee shall ensure that the signed forms are retained.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children’s CyberTipline 800/843-5678, or online at www.cybertipline.com. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

The Superintendent or designee shall provide staff development opportunities for school personnel working with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act’s requirements concerning the reporting of child abuse.

LEGAL REF.: 325 ILCS 5/1 et seq.

CROSS REF.: 2:20 (Powers and Duties of the School Board), 5:20 (Sexual Harrassment), 5:100 (Staff Development Program), 5:150 (Personnel Records), 7:20 (Harrassment of Students Prohibited), 7:150 (Agency and Police Interviews)

General Personnel

Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of such program shall be 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 shall be designed to effectuate the District and School Improvement Plan(s) so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall provide, at a minimum, at least once every 2 years, the in-service training of certificated school personnel and administrators shall include training 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 psychostimulant medication for school-age children.

LEGAL REF.: 105 ILCS 5/2-3.60, 5/10-22.39, 5/10-23.12, 5/24/5, and 110/3.
745 ILCS 49/1 et seq. (Good Samaritan Act).

CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Hazardous and Infectious Materials), 5:90 (General Personnel – Abused and Neglected Child Reporting), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day)

ADMIN PROC.: 4:170-AP6 (Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility), 5:100-AP (Staff Development Program), 5:150-AP (Personnel Records), 7:250-AP1 (Measures to Control the Spread of Head Lice at School)

General Personnel

Recognition For Service

The School Board will periodically recognize those District employees who contribute significantly to the educational programs and welfare of the students.

General Personnel

Ethics

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members, and others.

The following employees must file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act:

1. Superintendent,
2. Building Principal,
3. Head of any department,
4. Any employee responsible for negotiating contracts, including collective bargaining agreement, in the amount of \$1,000 or greater,
5. Hearing officer,
6. Any employee having supervisory authority for 20 or more employees, and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Board policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Outside Employment and Conflict of Interest

No District employee shall be directly or indirectly interested in any contract, work, or business of the District, or in the sale of any article by or to the District, except when the employee is the author or developer of instructional materials listed with the State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District.

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

LEGAL REF.: U.S. Constitution, First Amendment.

5 ILCS 420/4A-101.

50 ILCS 135/1 et seq.

105 ILCS 5/22-5 and 5/24-22.

Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).

General Personnel

Responsibilities Concerning Internal Information

District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a School Board meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

LEGAL REF.: 20 U.S.C. § 1232g.

45 C.F.R. § 164.502

5 ILCS 140/1 et seq.

50 ILCS 205/1 et seq.

105 ILCS 10/1 et seq.

820 ILCS 40/1 et seq.

CROSS REF.: 2:140 (Communications To and From the Board), 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

General Personnel

Solicitations by or from Staff

District employees shall not solicit donations or sales, nor shall they be solicited for donations or sales, on school grounds without prior approval from the Superintendent.

General Personnel

Personnel Records

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

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

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

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

LEGAL REF.: 745 ILCS 46/10
 820 ILCS 40/1 et seq.
 23 Ill. Admin. Code § 1.660.

CROSS REF.: 2:250 (Access to District's Public Records), 7:340 (Student
 Records)

General Personnel

Copyright

Works Made for Hire

The Superintendent shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and School Board policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment, it is assured the District shall be the owner of the copyright.

Copyright Compliance

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the District's copyright compliance procedures and to obey the copyright laws. The District is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Superintendent or designee whenever the staff member is uncertain about whether using or copying material complies with the District's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.

LEGAL REF.: Federal Copyright Law of 1976, 17 U.S.C. § 101 et seq.

105 ILCS 5/10-23.10.

CROSS REF.: 6:235 (Access to Electronic Networks)

General Personnel

Temporary Illness or Temporary Incapacity

A temporary illness or temporary incapacity is an illness or other capacity of ill-being that renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits. However, income received from other sources (worker's compensation, District-paid insurance programs, etc.) will be deducted from the District's compensation liability to the employee. The School Board's intent is that in no case will the employee, who is temporarily disabled, receive more than 100 percent of their gross salary.

Those insurance plans privately purchased by the employee and to which the District does not contribute, are not applicable to this policy.

If illness, incapacity, or any other condition causes an employee to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may consider beginning dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act. The Superintendent may recommend this paragraph's use when circumstances strongly suggest that the employee returned to work intermittently in order to avoid this paragraph's application.

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

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §12102.
 105 ILCS 5/10-22.4, 5/24-12, and 5/24-13.
 Elder v. School Dist. No.127 1/2, 208 N.E.2d 423 (Ill.App. 1st Dist., 1965).
 School District No. 151 v. ISBE, 507 N.E.2d 134 (Ill. App. 1st Dist., 1987).

CROSS REF.: 5:30 (Hiring Process and Criteria), 5:185 (Family and Medical Leave),
 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation, Holidays, and
 Leaves)

General Personnel**Family and Medical Leave**Leave Description

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

Other available paid vacation, personal, or family leave will be substituted for family and medical leave necessitated by birth, adoption/foster care placement, or a family member's serious health condition. Other available paid vacation, personal, or sick leave will be substituted for family and medical leave necessitated by a family member's or employee's own serious health condition. Any substitution required by this policy will count against the employee's family and medical leave entitlement. The District will pay family leave or sick leave only under circumstances permitted by the applicable leave plan. Use of family and medical leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of family and medical leave shall not serve to extend such other unpaid leave.

Family and medical 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 child;
3. the serious health condition of an employee's spouse, parent, or child; and
4. the employee's own serious health condition.

Employees may take an intermittent or reduced-hour family and medical leave when the reason for the leave is 3 or 4, above, with certain limitations provided by law.

Within 15 calendar days after the Superintendent makes a request, an employee must support a request for a family and medical leave when the reason for the leave is 3 or 4, above, with a certificate completed by the employee's or family member's health care provider. Failure to provide the certification may result in a denial of the leave request.

If both spouses are employed by the District, they may together take only 12-weeks for family and medical leaves when the reason for the leave is 1 or 2, above, or to care for a sick parent.

Eligibility

To be eligible for family and medical leave, an employee must either:

1. Have been employed by the District for at least 12 months (the 12 months need not be consecutive) and have been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave, or
2. Be a full-time classroom teacher.

Notice

If possible, employees must provide at least 30 days' notice to the District of the date when a leave is to begin. If 30 days' notice is not practicable, the notice must be given within 2 business days of when the need becomes known to the employee. Employees shall provide at least verbal notice sufficient to make the District aware that he or she needs a family and medical leave, and the anticipated timing and duration of the leave. Failure to give the required notice may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

Continuation of Health Benefits

During a family and medical leave, employees are entitled to continuation of health benefits that would have been provided if they were working.

Return to Work

An employee returning from a family and medical leave will be given an equivalent position to his or her position before the leave, subject to 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 law.

Implementing Procedures

The Superintendent shall develop procedures to implement this policy consistent with the federal Family and Medical Leave Act.

LEGAL REF.: Family and Medical Leave Act, 29 U.S.C. § 2601 et seq., 29 C.F.R. Part 825.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

Professional Personnel**Teacher Qualifications**

A teacher, as the term is used in this policy, refers to a District employee who is required to be certified under State law. The following qualifications apply:

1. Each teacher must:
 - a. Have a valid Illinois certificate that legally qualifies the teacher for the duties for which the teacher is employed.
 - b. Provide the District Office with a complete transcript of credits earned in institutions of higher education and, annually by July 1, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
 - c. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, economics, geography, foreign language, and mathematics) must be *highly qualified* for those assignments as determined by State and federal law.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately certified and *highly qualified* for their assignments.;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified: (a) of their right to request their students' classroom teachers' professional qualifications, and (b) whenever their student is assigned to, or has been taught for 4 or more consecutive weeks by a teacher who is not *highly qualified*.

LEGAL REF.: 20 U.S.C. §§ 6319.
 34 C.F.R. § 200.55, 56, 57, and 61.
 105 ILCS 5/10-20.15, 5/21-1, 5/21-10, 5/21-11/4, and 5/24-23.
 23 Ill. Admin. Code Part 25.

CROSS REF.: 6.170 (Title I Programs)

Professional Personnel**Staff-Student Relations**

Employees of the District shall act “in loco parentis” which establishes the District’s rights, responsibilities, and obligations to care for the student’s health, safety, educational, and personal needs in absence of the parents.

Staff members shall be expected to regard each student as an individual and to accord them the rights and respect due any person. The role of the staff shall be seen as resource persons, aides, and guides in the learning processes. Staff members shall provide for the fullest self-realization of each student in regard to his or her learning program, consistent with District goals, and with courtesy and consideration. Neither insults nor sarcasm should be used before a student’s peers as a way of forcing compliance with a staff member’s requests or expectations.

Teachers are required to conduct their classes in such a manner as to bring about a reasonable rapport between themselves and their students. Failure to maintain acceptable teacher-student relations shall be considered a cause for dismissal.

Each student is urged to regard staff members as people with specific knowledge and capabilities which can be well utilized to advance the student’s own knowledge and development. Furthermore, students shall be expected to regard staff members as individuals, employed to provide direct and/or indirect contributions to learning. While students are to have latitude in making choices for themselves, they shall be required to respect the rights of staff members (and other students) and interference with those rights shall not be condoned. No student shall have the right to interfere with the efforts of the instructional staff to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program; nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students.

REF: I.R.S. 122: 24-24

Professional Personnel

Terms and Conditions of Employment and Dismissal

The School Board delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

Duty-Free Lunch

Teachers employed for at least 4 hours per day shall receive a duty-free lunch equivalent to the student lunch period, or 30 minutes, whichever is longer.

Holidays

Teachers shall be paid for, but shall not be required to work on, legal school holidays.

School Year and Day

Teachers shall work according to the school calendar adopted by the School Board, which shall have a minimum of 176 student attendance days and a minimum of 180 teacher work days, including teacher institute days.

Teachers are required to work the school day adopted by the School Board. The District accommodates employees who are nursing mothers according to provisions in the Nursing Mothers in the Workplace Act. P.A. 92-0068.

School Year and Day

Teachers shall work according to the school calendar adopted by the School Board, which shall have a minimum of 176 student attendance days and a minimum of 180 teacher work days, including teacher institute days.

Teachers are required to work the school adopted by the School Board. The District accommodates employees who are nursing mothers according to provisions in the Nursing Mothers in the Workplace Act.

Salary

Teachers shall be paid according to the salary schedule adopted by the School Board, but in no case less than the minimum salary provided by The School Code. Teachers shall be paid at least monthly on a 10- or 12-month basis.

December 2002; 8/2005

Page 2 of 2

Assignments and Transfers

The Superintendent is authorized to make teaching, study hall, extra class duty, and extracurricular assignments. In order of priority, assignments shall be made based on the District's needs and best interests, employee qualifications, and employee desires.

Dismissal

The District will follow State law when dismissing a teacher.

Evaluation

The District's teacher evaluation system will be conducted under the plan filed with the Illinois State Board of Education.

On an annual basis, the Superintendent will provide the School Board with a written report which outlines the results of the District's teacher evaluation system.

LEGAL REF.: P.A. 92-0068 (Nursing Mothers in the Workplace Act).

105 ILCS 5/10-19, 5/18-8, 5/24-2, 5/24-8, 5/24-9, 5/24-21, 5/24A-4, and
5/24A-5.

Metzl v. Leininger, 57 F.3d 618 (7th Cir. 1995).

CROSS REF.: 5:290 (Employment Termination and Suspensions)

NEPOTISM -EMPLOYEE SITE ASSIGNMENT

School officials recognize that the workplace can be stressful for employees and that school employees are required to make critical decisions regularly that affect the lives of the children in their charge. The school district seeks to avoid the perception and/or the reality of employees having personal or family issues interfere with workplace performance or decision-making.

To avoid conflicts of interest and the appearance of favoritism or bias and to enhance supervision, security and morale, the Norridge School Board prohibits the employment of relatives of the District 80's board members, and/or full-time administrators, faculty and staff. This prohibition shall apply to initial employment only. The Board and/or Administration shall not dismiss or discipline employees who become relatives within the meaning of this policy while in the employ of the Board nor shall the Board or Administration dismiss or discipline employees who were relatives within the meaning of this policy and were both (all) employed by the Board prior to the adoption of this policy. The term 'relatives' includes a board member/administrator/faculty/staff's mother, father, sister, brother, child, stepmother, stepfather, stepsister, stepbrother, niece, nephew, cousin, uncle, aunt, grandparent, grandchild, or in-laws within one of these categories. For the same reasons, spouses of board members/employees may not be employed or under each other's direct supervision.

The school district shall assign its employees whenever possible so that an employed husband-wife are not allowed to work in the same building and so that an employed parent and child are not allowed to work in the same building.

105 ILS 5/10-22.4

775 ILS 5/1-103(J)

Boaden v. State Department of Law Enforcement, 171 Ill.2d 230, 664 N.E. 2d 61, 215 Ill.Dec.664 (1996)

NORRIDGE DISTRICT #80

5.210

December 2002

Page 1 of 1

Professional Personnel

Resignations and Retirement

Tenured teachers may resign at any time with consent of the School Board or by written notice sent to the School Board Secretary at least 30 days before the intended date of resignation. No teacher may resign during the school term in order to accept another teaching position without the consent of the School Board.

Probationary teachers may resign during their contract period only with the School Board's consent.

LEGAL REF.: 105 ILCS 5/24-14.

Professional Personnel

Substitute Teachers

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold a valid teaching or substitute certificate. Substitute teachers with a substitute certificate may teach only when an appropriate, fully-certificated teacher is unavailable.

A substitute teacher may teach only for a period not to exceed 90 paid school days or 450 paid school hours in any one school district in any one school term. However, for the 2001-2002, 2002-2003, and 2003-2004 school years, a teacher holding an early childhood, elementary, high school, or special certificate may substitute teach for a period not to exceed 120 paid school days or 600 paid school hours in any one school district in any one school term.

The School Board annually establishes a daily rate of pay for substitute teachers. No fringe benefits are given substitutes.

LEGAL REF.: 105 ILCS 5/21-9.
23 Ill. Admin. Code § 1.790.

Professional Personnel

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.

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 shall not use disciplinary methods which 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.

LEGAL REF.: 105 ILCS 5/24-24.

CROSS REF.: 7:190 (Student Discipline)

Professional Personnel**Suspension**Suspension Without Pay

The School Board may suspend without pay: (1) a professional employee pending a dismissal hearing, or (2) a teacher as a disciplinary measure for up to 30 employment days for misconduct that is detrimental to the School District. Administrative staff members may not be suspended without pay as a disciplinary measure.

Misconduct that is detrimental to the School District includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the educational program or process;
- Conduct that violates any State or federal law that relates to the employee's duties; and
- Other sufficient causes

At the request of the professional employee made within 5 calendar days of receipt of a pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a pre-suspension hearing. The Board or its designee shall notify the professional employee of the alleged charges and the date and time of the hearing. At the pre-suspension hearing, the professional employee or his/her representative may present evidence.

Suspension With Pay

The School 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 School District's best interests, (2) as a disciplinary measure for misconduct that is detrimental to the School District as defined above, or (3) pending a Board hearing to suspend a teacher without pay.

The Superintendent shall meet with the employee to present the allegations and give the employee an opportunity to refute the charges. The employee will be told the dates and times the suspension will begin and end.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: 5 ILCS 430 et seq.,
 105 ILCS 5/24-12.
 Cleveland Board of Education v. Loudermill, 105 S.Ct. 1487 (1985).
 Barszcz v. Community College District No. 504, 400 F.Supp. 675 (N.D. Ill.,
 1975).
 Massie v. East St. Louis School District No. 189, 561 N.E.2d 246 (Ill.App.5,
 1990).

CROSS REF.: 5:290 (Educational Support Personnel – Employment Termination and
 Suspensions)

Professional Personnel

Leaves of Absence

Each of the provisions in this policy applies to all professional personnel to the extent it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

Each full-time professional staff member is granted 10 days sick leave each school year at full pay. Unused days are allowed to accumulate to 180 days. Sick leave is defined in State law as personal illness, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption.

The School Board may require a physician's certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, a physician assistant who has been delegated the authority to perform health examinations, a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or if the treatment is by prayer or spiritual means, that of a spiritual adviser or practitioner of such person's faith, as a condition for paying sick leave after 3 days absence for personal illness, or as it deems necessary in other cases. If the Board requires a certificate during a leave of less than 3 days, it shall pay the expenses incurred by the employee.

Sabbatical Leave

Sabbatical leave may be granted in accordance with The School Code.

Personal Leave

Professional staff members are granted one personal leave days per year. A personal leave day is defined as a day to allow professional personnel time to conduct personal business (but not vacation, travel, or work stoppage), which is impossible to schedule at a time other than during a school day. Any unused personal leave day in a school year will be credited to the cumulative sick leave.

The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to the Building Principal 3 days in advance of the requested date,
2. No personal leave days may be used immediately before or immediately after a holiday unless the Superintendent grants prior approval,
3. Personal leave may not be used in increments of less than one-half day,
4. Personal leave days are subject to a substitute's availability,
5. Personal leave days may not be used during the first and/or last 5 days of the school year,
6. Personal leave days may not be used on in-service and/or institute training days, and

7. Personal leave may not be used by more than 10% of the teaching staff in each building at the same time.

Leave of Absence Without Pay

The Board may grant a leave of absence without pay to tenured professional staff members who have rendered satisfactory service and desire to return to employment in a similar capacity at a time determined by the Board.

Each leave of absence shall be of the shortest possible duration required to meet the leave's purpose consistent with a reasonable continuity of instruction for students.

Child-Rearing Leave

The School Board shall grant a professional staff member's request for a non-paid, child-rearing leave, not to exceed the balance of the school year plus one additional school year (but in no event shall such leave exceed 3 semesters), provided the request complies with this policy. Nothing in this policy shall prohibit a professional staff member from utilizing sick days during a disability due to pregnancy.

A teacher must request, if possible, a child-rearing leave by notifying the Superintendent in writing no later than 90 days before the requested leave's beginning date. The request should include the proposed leave dates. The leave shall end before a new school year begins or before the first day of school after winter recess.

Subject to the insurance carrier's approval, the teacher may maintain insurance benefits at his or her own expense during a child-rearing leave.

A professional staff member desiring to return before the leave's expiration will be assigned to an available vacancy for which the teacher is qualified, subject to scheduling efficiency and instruction continuity.

Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as any re-employment 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.

General Assembly

Leaves for service in the General Assembly, as well as re-employment 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 School Board may grant teachers a leave of absence to accept employment in a Department of Defense overseas school.

School Visitation Leave

An eligible professional staff member is entitled to 8 hours during any school year, no more than 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.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

Leaves for Victims of Domestic or Sexual Violence

Any professional staff member may take an unpaid leave from work 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, an employee is entitled to a total of 12 work weeks of 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

Upon request, the School Board will grant: (1) an unpaid leave of absence to a teacher who is elected to serve as an 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.

LEGAL REF.: 20 ILCS 1805/30.1 *et seq.*
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
820 ILCS 147/1 *et seq.* and 180/1 *et seq.*

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Educational Support Personnel - Sick Days, Vacation, Holidays, and Leaves)

Professional Personnel**Student Teachers**

Opportunities will be provided students from college and university approved teacher-training programs to do student teaching in the District. The Superintendent or designee shall be responsible for screening qualifications and for their orientation, assignment and training program.

Student teachers will be assigned to supervising teachers whose qualifications are acceptable to the student's college or university.

LEGAL REF.: 105 ILCS 5/10-22.34.

Educational Support Personnel**Employment At-Will, Compensation, and Assignment****Employment At-Will**

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason or no reason at all. A dismissal for reduction in force requires 30 days notice before the employee is removed or dismissed. For the purposes of reduction in force, educational support personnel are granted seniority and recall rights within their respective categories of position. Nothing in School Board policy is intended or should be construed as altering the employment at-will relationship.

Compensation and Assignment

The School Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in the Fair Labor Standards Act, 29 U.S.C. § 201 et seq., works overtime whenever the employee works more than 40 hours during a single workweek. Overtime will not be allowed without prior authorization from the employee's immediate supervisor. Educational support personnel shall be paid twice monthly on the tenth and twenty-fifth of each month. If the regular pay date during the school term falls on a weekend, employees shall receive their paychecks on the last workday prior thereto. The Superintendent is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. § 201 et seq. 105 ILCS 5/10-22.34 and 5/10-23.5. Duldulao v. St. Mary of Nazareth Hospital, 483 N.E. 2d 956 (1st Dist. Ill. 1985), aff'd in part and remanded, 505 N.E.2d 314 (Ill. 1987). Kaiser v. Dixon, 468 N.E. 2d 822 (Ill. App. 2d Dist. 1984). Molitor v. Chicago Title & Trust Co., 59 N.E. 2d 695 (1st Dist. 1945).

CROSS REF.: 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

Educational Support Personnel

Duties and Qualifications

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

Paraprofessionals and Teacher Aides

"Paraprofessionals" and "teacher aides" are noncertificated personnel with instructional duties; the terms are synonymous. Service as a paraprofessional or teacher aide requires a "statement of approval" issued by the Illinois State Board of Education (ISBE). A paraprofessional or teacher aide first employed in a program for students with disabilities on or before June 30, 2005, shall be subject to this requirement as of July 1, 2007.

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

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

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

Non-certificated personnel, including paraprofessional and teacher aides, may be used:

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

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

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is regulated by an association, all coaches must have completed a course on coaching principles and sport's first aid. The Superintendent or designee shall ensure that all coaches have completed appropriate training programs. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act to be an athletic trainer aide performing care activities under

the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

Bus Drivers

All school bus drivers must have a valid school bus driver permit. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

LEGAL REF.: No Child Left Behind Act of 2001, 20 U.S.C. §6319(c).
34 C.F.R. §§200.58 and 200.59.
105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
625 ILCS 5/6-104 and 5/6-106.1.
23 Ill.Admin.Code §§25.510, 25.520

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

Educational Support Personnel**Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers**

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

This program shall comply with the requirements of the Code of Federal Regulations, Title 49 § 382 et seq. The Superintendent or designee shall adopt and enact regulations consistent with the federal regulations, defining the circumstances and procedures for the testing.

LEGAL REF.: 49 U.S.C. § 2717, Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991).
49 C.F.R. Parts 40 (Procedures for Transportation Workplace Drug and Alcohol Testing Programs), 382 (Controlled Substance and Alcohol Use and Testing), and 395 (Hours of Service of Drivers).

CROSS REF.: 4:110 (Transportation), 5:30 (Hiring Process and Criteria), 5:280 (Duties and Qualifications)

Educational Support Personnel**Employment Termination and Suspensions****Resignation and Retirement**

An employee is requested to provide 2 weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least 2 months before the retirement date.

Non-RIF Dismissal

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the School Board consistent with the Board's goal of having a highly qualified, high performing staff.

Reduction in Force and Recall

This section is applicable whenever the Board decides to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, an educational support employee is removed, dismissed, or his or her hours are reduced.

The Board shall use a seniority list to determine the order of dismissal or removal. The seniority list, categorized by positions, shows the length of continuing service of each full-time educational support employee. The employee with the shorter length of continuing service within the respective category of position shall be dismissed first.

Except as provided below, written notice will be given the employee by certified mail, return receipt requested, at least 30 days before the employee is removed or dismissed, or his or her hours are reduced, together with a statement of honorable dismissal and the reason therefore if applicable. The prior written notice will be extended to at least 90 days if the lay-off is due to the District entering into a contract with a third party for non-instructional services. The prior written notice will be shortened to at least 5 days before an employee's hours are reduced as a result of an unforeseen reduction in the student population.

Any vacancies for the following school term or within one calendar year from the beginning of the following school term, shall be offered to the employees so removed or dismissed from that category or any other category of position provided they are qualified to hold such positions.

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the third business day following the last day of employment.

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: 5 ILCS 430 et seq.

105 ILCS 5/10-22.34c and 5/10-23.5.

820 ILCS 105/4a..

CROSS REF.: 5:240 (Professional Personnel - Suspension), 5:270 (Educational Support Personnel – Employment At-Will, Compensation, and Assignment)

Educational Support Personnel**Schedules and Employment Year****Twelve-Month Employees**

Twelve-month employees work daily (Monday through Friday) except holidays and earned vacation time.

Custodians and maintenance personnel work a 40-hour week, with the individual time schedule developed by the supervisor and subject to individual building needs. Custodians assume the additional responsibility for building checks as outlined in their job description.

Administrative office personnel work a 40-hour week with the individual time schedule developed by the supervisor and subject to the District's needs.

Ten-Month Employees

Ten-month employees work 10 working days before and after the school calendar.

On days when school sessions are canceled due to emergency situations and certificated personnel are not required to report for work, ten-month employees will not be required to work.

School secretaries work a 40-hour week, with the individual time schedule developed by the Building Principal. During the school calendar year, there may occur certain modifications of the school secretaries' work schedule, subject to building needs as determined by the Building Principal.

School Year Employees

School year employees work the school calendar year unless otherwise specified. Classroom aides work a schedule subject to building needs as determined by the Building Principal.

Hourly Employees

School year employees will work as needed and approved by immediate supervisor.

Supervisory Staff

The work day and work year for salaried supervisory staff shall be similar to other personnel except that supervisory personnel are employed for specific tasks and such personnel are expected to work beyond the regular work day in order to accomplish such tasks when necessary. No additional remuneration shall be provided for such work.

December 2002

Page 2 of 2

Breaks

Employees who work at least 7.5 continuous hours shall receive a 30 minute duty-free meal break which begins within the first 5 hours of the employee's work day. The District accommodates employees who are nursing mothers according to provisions in the Nursing Mothers in the Workplace Act. P.A. 92-0068.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. §207 et seq. P.A. 92-0068 (Nursing Mothers in the Workplace Act) 105 ILCS 5/10-20.14a, 5/10-22.34, and 5/10-23.5.

Educational Support Personnel**Compensatory Time-Off**

This policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, 29 U.S.C. § 201 et seq., and (2) are not represented by an exclusive bargaining representative. The Fair Labor Standards Act covers all educational support personnel, unless an employee is exempt due to job responsibilities. The Superintendent or designee shall notify each employee who is exempt from this law.

Employees may be given 1-1/2 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed 240 hours, which represents compensation for 160 hours of overtime. An employee whose work regularly includes public safety, emergency response, or seasonal activities may accumulate a maximum of 480 hours of compensatory time, which represents compensation for 320 hours of overtime. If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours worked, at the rate of one and one-half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.

An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the District's operations. The employee's supervisor must approve a request to use compensatory time-off.

Upon termination of employment, an employee will be paid for unused compensatory time at the higher of:

1. The average regular rate received by such employee during the last three years of employment; or
2. The final regular rate received by such employee.

Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. § 201 et seq.; 29 C.F.R. Part 553.

CROSS REF.: 5:270 (Employment At-Will, Compensation, and Assignment)

Educational Support Personnel**Evaluation**

The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in Board policies as well as in compliance with State law and any applicable collective bargaining agreement. The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated annually, preferably before the annual salary review.
2. The direct supervisor shall provide input.
3. The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and federal law and any applicable collective bargaining agreement.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment),
 5:150 (Personnel Records)

Educational Support Personnel**Sick Days, Vacation, Holidays, and Leaves**

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

The School Board may require a physician's certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or if the treatment is by prayer or spiritual means, that of a spiritual adviser or practitioner of such person's faith, as a condition for paying sick leave after 3 days absence for personal illness, or as it deems necessary in other cases. If the Board requires a certificate during a leave of less than 3 days, it shall pay the expenses incurred by the employee.

LEGAL REF.: 20 ILCS 1805/30.1 et seq.
105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.
820 ILCS 147 and 180/1 et seq..

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Professional Personnel - Leaves of Absence)