

**MORRISON COMMUNITY UNIT DISTRICT NO. 6**

**Forming the Future Today**

**EDUCATIONAL SUPPORT STAFF HANDBOOK**

Adopted

June 23, 2009

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# **I. INTRODUCTION**

## **A. GENERAL COMMENTS**

To assist and support Educational Support Personnel (ESP) employees in understanding the benefits and obligations of employment here in District 6, the District has compiled this ESP Handbook with the approval of the Board of Education. The Handbook's purpose is to present information, policy, and administrative procedures deemed necessary for the effective operation of Morrison Community Unit District No. 6. The provisions in this Handbook apply to all ESP employees in the District (i.e., non-certificated employees). It is expected that all ESP employees will become familiar with the contents of this Handbook and conduct themselves accordingly.

The information contained in this Handbook will regulate Educational Support Personnel procedures for the 2009-2010 school year and future years until it is revised. However, the District reserves the unilateral right to change, modify, and/or delete any information or provision contained in this Handbook at any time. The District may also alter or rescind any policy or practice, or adopt new policies or practices, at any time, with or without notice. In an emergency or when otherwise deemed necessary to address an area not currently covered by the Handbook, additional information will be provided to ESP members on a supplementary basis regarding changes or new rules and regulations which must be initiated by the District. An ESP employee's decision to continue employment with the District following publication of this updated Handbook or any future revisions shall be deemed to constitute the employee's agreement with all such changes.

The contents of this ESP Handbook do not create an express or implied contract of employment. Because ESP staff members are employed on an at-will basis in District 6 by policy of the Board of Education, this Handbook is not intended to alter this at-will relationship. Further, no supervisor or other administrator has any authority to alter or modify, either orally or in writing, any ESP employee's at-will status.

This Handbook should be kept on file and referred to when the need arises. It will also serve as a reference and guide to administrative action that will be taken in the event of a conflict with an employee or among employees. The *Superintendent* will serve as the administrator for the ESP Handbook. Although the District encourages that any problems resulting from an interpretation of the Handbook be resolved as close to the conflict as possible, issues which are not resolved may be referred to the Superintendent.

## **B. MORRISON SCHOOL DISTRICT NO. 6 MISSION STATEMENT**

Together with the community of Morrison and its families, we are dedicated to leading and inspiring each individual student to develop the skills, knowledge, attitudes, and values necessary to become an effective member of a global society.

## II. CATEGORIES OF ESP EMPLOYEES

### A. Twelve-Month ESP Employees

Employees within this category include:

- High School Office Manager
- Grounds Keeper / Maintenance
- Custodians
- Technology Assistant

#### 1. Work Year/Day

A twelve-month employee works a [forty (40)] hour week, with the individual time schedule developed by the supervisor and subject to the District's needs.

A regular work week consists of five (5) days within a seven (7) day period beginning at 12:00 a.m. Saturday and ending at 11:59 p.m. Friday. [Note: HLERK recommends the Monday-Sunday work week designation, but Board Policy 5:35 differs – recommended: revise Policy] The [eight (8) hour] work day includes minimum of an unpaid thirty (30) minute duty-free lunch and [one (1) paid fifteen (15) minute] break. Hours of employment will be established by the employee's immediate supervisor. Breaks and meal times should be arranged with the immediate supervisor. Specific work day and lunch hour times are outlined in the job descriptions for each position.

#### 2. Holidays

Each twelve-month employee will be granted the day off, with pay, for the following holidays:

- |                                  |                                    |
|----------------------------------|------------------------------------|
| 1. Labor Day                     | 8. Martin Luther King Day          |
| 2. Columbus Day                  | 9. Presidents' Day                 |
| 3. Veterans' Day (November 11)   | 10. Casimir Pulaski Day            |
| 4. Thanksgiving Day              | 11. Memorial Day                   |
| 5. Friday following Thanksgiving | 12. Fourth of July                 |
| 6. Christmas Day                 | 13. New Year's Day                 |
| 7. Friday before Easter          | 14. Day before or after Christmas* |

\* As designated by the Board of Education

In the event that one of the above-designated holidays falls on either a Saturday or Sunday (except Veterans' Day), it will be observed as a floating holiday. In the event an employee receives a floating holiday, the employee may take a paid day off on another day scheduled with the approval by his/her supervisor. If students are in regular attendance on any of the designated holidays, are expected to be at work but will receive a floating holiday. If any of the above legal holidays are removed by the Illinois legislature from the required holidays currently observed under the *School Code* for public schools, employees shall no longer be afforded these paid holidays.

The District may require an ESP employee to work on a legal school holiday or a floating holiday during an emergency or for the continued operation and maintenance of facilities or property. The employee would then receive credit for a floating holiday. In the event an employee receives a floating holiday, the employee may take a paid day off on another approved day.

### **3. Sick, Personal, and Bereavement Leave**

Each twelve-month employee will be credited with twelve (12) paid sick leave days annually (July 1 - June 30) as described in Section III.C., “Sick Leave,” of this Handbook.

Each twelve-month employee will be credited with two (2) paid personal leave days, with pay, annually (July 1 – June 30) as described in Section III.D., “Personal Leave,” of this Handbook. These two (2) days shall be deducted from the employee’s sick leave days.

Each twelve-month employee who must be absent as a result of a death in the immediate family as described in Section III.E. is provided with up to three (3) days of paid bereavement leave. These three (3) days shall be deducted from the employee’s sick leave days. Each twelve-month employee who must be absent as a result of a death of a non-immediate family member is provided with one (1) day of paid bereavement leave, which shall be deducted from the employee’s sick leave days.

Bereavement and personal days do not accumulate.

### **4. Vacation**

Twelve-month employees may only take vacation days after vacation time is earned. Vacation will accrue for use every month on a pro rata basis. As required under Illinois law, employees who have unused, earned vacation will be reimbursed for those days when their employment with the District terminates.

The following schedule provides for the amount of vacation provided for the specific number of completed years of service in the District:

<u>Length of Employment*</u>	<u>Vacation</u>
6 months	5 days
1 -10 years	10 days
11-15 years	15 days
16+ years	20 days

\* Years of service refers to years of employment in the District, calculated as beginning before [November 1].

Morrison Community Unit District No. 6 full-time school year employees who change jobs and become full-time, twelve-month employees may be credited with up to 5 years toward vacation

eligibility. Employees will receive 1 year of credit for every two years of full-time school year employment up to a total of 5 years of credit.

Up to five (5) vacation days may be carried over into the following fiscal year (July 1 to June 30). The days carried over must be used by December 31st of the following fiscal year. Any earned vacation days not used by that December 31st deadline MAY NOT accumulate and will no longer be credited to the employee. Any requests for an extension of this date must be made in writing to the Superintendent by the last regular student attendance day in December. Vacation day requests must receive prior approval of both the immediate supervisor and the Superintendent. Granting of vacation will be discouraged when school is in session.

## **B. SCHOOL YEAR ESP EMPLOYEES**

Employees within this category include:

- Building Secretaries
- Nurses
- Nurse Aides
- Instructional Teacher Aides
- Non-instructional Aides
- Library Aides
- Bus Aides
- Cooks, Bakers, and Cafeteria Workers

### **1. Work Year/Day**

A full-time school year ESP employee works 32 ½ hours or more, for a specified number of days during the school year as outlined in the job description or contract. Ten (10) month employees, *Building Secretaries*, work 200 days as assigned by the Principal. They will not be required to work when school is canceled due to emergency situations. Full-time aides work 178 days as needed and approved by their immediate supervisor. These days include the three (3) institute days during the school year as well as the time during early release days. They will not be required to work when school is canceled due to emergency situations. Cooks, bakers, and cafeteria workers work 170-175 days as needed and approved by their immediate supervisor. They will not be required to work when school is canceled due to emergency situations. Specific work day and lunch hour times are outlined in the job descriptions for each position.

A regular work week consists of five (5) days within a seven (7) day period beginning at 12:00 a.m. Saturday and ending at 11:59 p.m. Friday. [Note: See comment on revising this work week designation in Section A above.] The work day includes a paid [thirty (30) minute duty free lunch and one (1) paid fifteen (15) minute break]. Hours of employment will be established by the employee's immediate supervisor. Breaks and lunch should be arranged with the immediate supervisor. Specific work day and lunch hour times are outlined in the job descriptions for each position.

## 2. Holidays

Fulltime school year ESP employees who work at least 200 days will be paid for the following holidays:

- |                                  |                           |
|----------------------------------|---------------------------|
| 1. Labor Day                     | 7. Friday before Easter   |
| 2. Columbus Day                  | 8. Martin Luther King Day |
| 3. Veterans' Day                 | 9. Presidents' Day        |
| 4. Thanksgiving Day              | 10. Casimir Pulaski Day   |
| 5. Friday following Thanksgiving | 11. Memorial Day          |
| 6. Christmas Day                 | 12. New Year's Day        |

All other fulltime school year ESP employees will be paid for but are not required to work on:

- |                  |                   |
|------------------|-------------------|
| 1. Labor Day     | 3. Thanksgiving   |
| 2. Christmas Day | 4. New Year's Day |

In the event that one of these recognized holidays falls on either a Saturday or Sunday (except Veterans' Day), it will be observed as a floating holiday. In the event an employee receives a floating holiday, the employee may take a paid day off on another day. If students are in regular attendance, employees are expected to be at work. If any of the above legal holidays are removed by the Illinois legislature from the required holidays currently observed under the *School Code* for public schools, employees shall no longer be afforded these paid holidays.

The District may require educational support personnel to work on a legal school holiday during an emergency or for the continued operation and maintenance of facilities or property. The employee would then receive credit for a floating holiday. In the event an employee receives a floating holiday, the employee may take a paid day off on another day.

## 3. Sick, Personal, and Bereavement Leave

School year ESP employees who are employed for at least 600 hours annually (i.e., eligible for participation in the Illinois Municipal Retirement Fund) will receive paid sick leave days annually (July 1 - June 30) as described in Section III.C., "Sick Leave," of this Handbook.

Each school year ESP employee will be granted two (2) paid personal leave days, with pay, annually (July 1 - June 30) as described in Section III.D., "Personal Leave," of this Handbook. These two (2) days shall be deducted from the employee's sick leave days.

Each school year ESP employee who must be absent as a result of a death in the immediate family as described in Section III.E. are provided with up to three (3) days of paid bereavement leave. These three (3) days shall be deducted from the employee's sick leave days. Each school year ESP employee who must be absent as a result of a death of a non-immediate family member are provided with one (1) day of paid bereavement leave, which shall be deducted from the employee's sick leave days.

Personal and Bereavement leave days do not accumulate.

### **C. PART-TIME ESP EMPLOYEES**

Part-time employees are defined as ESPs who work fewer than thirty-two and one-half (32½) hours per week. Hours of employment will be established by the employee's immediate supervisor. Breaks should be arranged with the immediate supervisor.

Part-time employees who are employed for at least 600 hours annually (i.e., eligible for participation in the Illinois Municipal Retirement Fund) will receive paid sick leave on a prorata basis as defined by their work year category.

### **D. TEMPORARY ESP EMPLOYEES**

Temporary ESPs are hired on a short-term basis or for a specific project (e.g., substitutes, summer help, etc.) A temporary ESP employee receives no benefits with their position. Generally, a temporary position will not exceed two (2) calendar quarters.

### **III. EMPLOYEE BENEFITS**

#### **A. INSURANCE BENEFITS**

Twelve-month full-time ESP employees receive Board-paid single coverage insurance, which consists of medical, prescription, and life insurance under any plan(s) selected and approved by the Board of Education.

Each ESP is covered under the District's liability insurance policy that protects all employees acting within the scope of their employment from claims and lawsuits arising from personal injury, property damage, and civil rights suits. Protection is limited to those coverages outlined in the insurance policy and is the same for all employees of the District.

#### **B. WORKERS' COMPENSATION**

All employees are protected against bodily injury due to accident or disease arising out of and in the course of their employment in the District under the *Illinois Workers' Compensation Act*. The District provides workers compensation benefits through its insurance plan for injured employees.

Any employee who is injured while working must immediately, or as soon as feasible, inform the immediate supervisor of the cause and nature of the injury or, if incapacitated, cause a doctor or relative to communicate the nature of the injury. This information must be reported in writing as soon as the employee is physically able. Failure to report a compensable accident on a timely basis as described above may result in disciplinary action. All applicable District procedures must be followed.

Employees receiving disability payments from Workers' Compensation are entitled under that benefit system to two-thirds of their normal daily wage. The District shall pay the additional one-third daily rate to any employee absent due to a work-related injury and will deduct one-third of a sick day from the employee's accrued sick leave. The Board will continue to pay the additional one-third daily rate until all accrued sick leave is exhausted. An employee who cannot work due to a job-related injury is entitled to temporary disability leave and also may be afforded additional extended absence leave under policies of the Board of Education.

Bills incurred as a result of employee injury and being considered under the District's Workers' Compensation insurance policy must be sent directly to the Business Office as soon as the bill is incurred for referral to the appropriate party.

#### **C. SICK LEAVE**

Under the *Illinois School Code*, employees who work the minimum 600 hour standard required for IMRF participation are entitled to paid sick leave benefits from the District. The law defines sick leave as personal illness, quarantine at home, serious illness or death in the immediate

family or household, or birth, adoption, or placement for adoption. For purposes of sick leave, the “immediate family” includes parents, spouse, brothers, sisters, children, aunts and uncles, step-children, daughter-in-law, son-in-law, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. In addition, eligible ESPs may use three (3) sick days for the death of an immediate family member and one (1) sick day for the death of an individual who is not an immediate family member as set forth in Section III.E. Eligible ESPs may also use two (2) sick days for personal reasons as set forth in Section III.D.

All ESP employees must contact their supervisor prior to the regular starting time if they are to be out ill. Whenever possible, notification to the supervisor should be given with enough time to insure the availability of substitute personnel. In addition, an ESP employee must contact the designated person (sub-caller) and give them the necessary information to insure that accurate attendance records are kept.

Eligible ESP employees shall receive twelve (12) paid sick days per year. Part-time employees receive sick time on an hourly basis. Sick leave shall be calculated as follows:

- Any employee working thirty-two and one-half (32½) hours or more per week shall receive twelve (12) sick days per year.
- Any employee working less than thirty-two and one-half (32½) hours per week but who is eligible for IMRF shall receive sick leave based on the average hours worked per day multiplied by twelve (12) and rounded up to the next full hour. For example,
  - If a staff member works 4 hours per day, 5 days per week, the sick leave would be calculated at 4 hours X 12 = 48 sick leave hours per year.
  - If a staff member works 7 hours 3 days per week, the sick leave would be calculated at 21 hours divided by 5 = 4.2 hours multiplied by 12 = 50.4 rounded up is 51 hours of sick leave per year.

To convert hourly sick leave into sick leave days, the hourly total is divided by eight (8) hours.

The Superintendent or designee shall monitor the use of employees’ sick leave. After three (3) days absence for personal illness, or as it may be deemed necessary in other cases, the employee may be required to furnish a certificate from a physician licensed in Illinois or Iowa to practice medicine and surgery in all of its branches, an advanced practice nurse who has a written agreement with a physician that authorizes the advanced practice nurse to perform health examinations, a physician assistant who has been authorized by his or her supervising physician to perform health examinations, or a spiritual advisor’s or practitioner’s certificate of treatment as a basis for pay. Employees may also be required, at their own expense, to submit appropriate medical certification when requesting a leave of absence and upon return to employment following a disability leave.

Unused sick leave shall accumulate to a maximum of 260 days, including the leave of the current year.

Use of accumulated sick leave upon separation from the District shall be as follows:

- Upon retirement from the District, any support staff who has contributed to IMRF may submit up to 240 sick days to IMRF. These days will be added to the length of service in calculating retirement benefits. Sick days over 240 may be sold back to the District at \$25 per day.
- Upon voluntary severance from the District or Reduction in Force (RIF), employees who are ineligible to retire but have accumulated a minimum of 25 sick days may sell 50% of those days at a rate of \$25 each up to a maximum of 50 days back to the District.
- Following retirement or severance from the District, any unused sick leave is eliminated.

#### **D. PERSONAL LEAVE**

All ESP employees eligible for sick leave may use up to two (2) sick days (pro-rated for part-time employees) as personal days per year.

The leave is to be approved by the Superintendent or his/her designee. The use of a personal leave day is subject to the following conditions:

- Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to their supervisor or to the Superintendent 48 hours prior to the requested date.
- Personal leave days are subject to any necessary replacement's availability.
- Personal leave may not be used when the employee's absence would create an undue hardship.
- Personal leave may not accumulate.

#### **E. BEREAVEMENT LEAVE**

ESP employees may be excused for up to three (3) days for the funeral of anyone in his/her immediate family. The days will be deducted from sick leave. "Immediate family" means: parents, spouse, brothers, sisters, children, aunts and uncles, step-children, daughter-in-law, son-in-law, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

Those wishing to attend the funeral of a close friend or relative not mentioned above may attend (if a substitute is available) with the time lost being deducted from sick leave. Bereavement leave shall not accumulate.

#### **F. FAMILY MEDICAL LEAVE (FMLA)**

Full-time ESP employees may be eligible for medical and/or family leave in accordance with the provisions in the *Family and Medical Leave Act* ("FMLA") and Board Policy 5:185. Such leave is unpaid unless the employee has sick leave, personal leave, or vacation days available to be substituted for pay during the FMLA leave. Any accumulated sick leave, personal leave, and

vacation time must be used concurrently with FMLA leave. The total FMLA leave cannot exceed twelve (12) weeks in any 12-month period, as calculated under the “rolling” 12-month period measured backward from the date an employee uses any FMLA leave. A minimum of thirty (30) days written notice to the Superintendent is required before a foreseeable FMLA leave is to begin. During FMLA leave, the District will maintain the employee’s group medical insurance coverage under the same conditions that would have been provided if the employee was working.

FMLA leave may be used for:

- (a) The birth and first year care of a newborn child;
- (b) The adoption or foster placement of a child within the first year of placement;
- (c) The care of an employee’s spouse, parent or child with a serious health condition;  
or
- (d) The treatment of an employee’s own serious health condition that makes the employee unable to perform the functions of the job.
- (e) Certain military-related purposes.

Board Policy 5:185 may be found on the District’s website.

## **G. TEMPORARY DISABILITY LEAVE**

An ESP employee who is temporarily disabled because of personal illness or physical or mental incapacity and is unfit to perform his/her duties may be granted a temporary disability leave of absence as provided under Board Policy 5:180. The maximum duration of the disability leave, as well as pay during the leave, will depend upon the employee’s FMLA eligibility, accumulated sick and personal leave, vacation time, and any applicable bargaining agreement provisions. If an employee is unable to return to work after the expiration of a temporary disability leave, the District may determine that the employee cannot perform his/her required services and may act to terminate the employee.

## **H. RELIGIOUS LEAVE**

Under Board Policy 5:70, employees may be granted time off for the observance of religious holidays. An ESP employee who has earned personal leave or vacation time may use such paid time to observe a religious holiday. The employee must give at least five (5) days’ prior notice to the Superintendent, who will grant the request unless the employee’s absence causes an undue hardship to the District.

## **I. RETIREMENT NOTICE [AND BENEFIT]**

An ESP employee planning to retire should notify *the Superintendent* at least 2 months before the retirement date (Board Policy 5:290).

Upon retirement from the District, any support staff who has contributed to IMRF may submit up to 240 sick days to IMRF. These days will be added to the length of service in calculating retirement benefits. Sick days over 240 may be sold back to the District at \$25 per day.

## **J. OTHER LEAVES OF ABSENSE**

Board policy 5:330 outlines other forms of leave

## **IV. COMPENSATION**

### **A. WAGES**

The Board of Education will determine salary and wages for educational support personnel.

Twelve month ESP employees will be paid over twelve (12) months every other Friday by means of direct deposit (“electronic fund transfer”) to the employee’s designated checking and or savings account. If said Friday is a holiday, payment will be made on the day which precedes that holiday.

School year ESP employees will be paid over the school year every other Friday by means of direct deposit (“electronic fund transfer”) to the employee’s designated checking and or savings account. If said Friday is a holiday, payment will be made on the day which precedes that holiday.

Payment for all extra-duty assignments shall be added to the employee’s salary and shall be paid in the paycheck each pay period.

Generally, hourly pay rates are adjusted by the Board of Education on an annual basis prior to the start of the District’s fiscal year (July 1). If this process is not completed by July 1, compensation adjustments will be retroactive to July 1 of the current year.

### **B. WORK SCHEDULE, ASSIGNMENT, AND TRANSFER**

The Superintendent is authorized to make assignments and transfers of ESP employees. ESP employees may work as supervisors, chaperones, or sponsors, either on a compensated basis or as volunteers, for non-academic school activities. Volunteers serve of their own free will and with no compensation. If a volunteer does receive a stipend, such stipend must be nominal and comply with all requirements of the federal and Illinois wage laws. Employees may not volunteer in the same capacity as their paid position.

If a supervisor determines that either a temporary or permanent change to an ESP employee’s work schedule needs to be made, a written request must be completed and sent to the Superintendent. Requests to change an employee’s work schedule should be completed two (2) weeks prior to the effective date of the change.

### **C. OVERTIME AND COMPENSATORY TIME**

#### **1. Overtime Pay**

Every effort must be made to complete assignments during the regular work week. An employee covered by the overtime provisions in Illinois or federal law shall not work more than forty (40) hours in a work week without the prior written authorization of the employee’s immediate supervisor. Any employee who works more than forty (40) hours in a work week without the

express prior authorization of his/her supervisor will be subject to discipline. The written explanation stating the nature and number of overtime hours approved must be noted on the time sheet for the period in which the overtime pay is earned.

Overtime is earned for any hours actually worked beyond the forty (40) hour work week. Overtime earned for any hours beyond 40 hours per week will be compensated at time and a half. Absences for sick, personal or bereavement leave or for vacation do not qualify as hours worked towards overtime; however, paid holidays are credited as hours worked.

If an employee works on a regularly-scheduled day off at the District's request, applicable overtime will be paid. If an ESP employee works on a paid holiday, that employee will receive double pay for hours worked during that day.

## **2. Compensatory Time**

The Fair Labor Standards Act covers all ESP employees, 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 120 hours, which represents compensation for 80 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. Compensatory time should be used during the school year in which it was earned.

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.

## **D. IMRF PARTICIPATION**

All eligible ESP employees must participate in the Illinois Municipal Retirement Fund (IMRF) System. Eligible employees are currently defined by law as individuals who are employed for a minimum of 600 hours over a twelve-month period. The employee's share of the IMRF contribution is deducted from each employee paycheck. The Board of Education will comply with all current applicable rules and regulations governing IMRF contributions.

## **E. SOCIAL SECURITY**

Contributions for Social Security and Medicare are deducted from each employee's paycheck. The Board of Education will comply with all current applicable federal regulations governing social security contributions.

## **F. FINAL PAYCHECK**

An ESP employee's final paycheck will be adjusted for any unused, earned vacation credit. Any employee who leaves the District will receive his/her final pay at the end of the next regular pay period or as otherwise required by the *School Code*.

## **G. TIME SHEET PROCEDURES**

Employee time sheets are due in building office on each Friday payday for the following payday. A schedule is set and distributed to each building at the beginning of each school year. Building offices will forward the completed time sheets, signed by the appropriate supervisor to the Business Office the business office by noon on the Monday following each payday. Any handwritten corrections made on time sheets must be dated and initialed by the person making the changes.

## **V. RULES AND REGULATIONS**

### **A. HIRING PROCESS AND CRITERIA**

The Superintendent is responsible for recruiting personnel, in compliance with the Board of Education policy, and making hiring recommendations to the Board of Education. If the Superintendent's recommendation is rejected, the Superintendent must submit another. Educational support personnel applicants are initially screened by the Building Principal or Director of Facilities. The District shall hire the best qualified personnel consistent with the budget and staffing requirements, and shall comply with the Board of Education policy on equal employment opportunities and minority recruitment. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board of Education's approval.

All applicants must complete a District application form, which must include letters of reference, in order to be considered for employment. Each new ESP employee must have the following items on file:

1. Evidence of a physical examination
2. Negative patch or TB Test
3. Completed fingerprint criminal background check
4. Completed Department of Children and Family Services (DCFS) Form
5. Completed Federal Immigration (I-9) Form with two acceptable forms of Identification
6. Transcripts and other evidence of certification for teacher aides, library aides, health aides, and/or bus drivers

### **B. EQUAL OPPORTUNITY EMPLOYER**

It is the policy of Morrison Community Unit District No. 6 to comply with all federal and Illinois employment laws. Morrison Community Unit District No. 6 is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, sexual orientation, marital status, victim of domestic or sexual violence status, arrest record, physical or mental handicap, national origin or ancestry, military status, or unfavorable discharge for military service, or any other unlawful basis in the hiring, promotion, firing, pay or privileges of employment. Further, the District gives fair consideration to all qualified persons, and affords all our employees opportunities for advancement solely on the basis of their personal qualifications and abilities. Board Policy 5:10 may be found on the District's website.

## **C. SEXUAL HARASSMENT**

It is the policy of District 6 (Board Policy 5:20) to provide for its employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications of a sexual nature that constitute sexual harassment as defined and otherwise prohibited by Illinois and federal law. Any complaint of sexual harassment must be submitted to the District's Nondiscrimination Coordinator Suellen Girard, Superintendent, and/or the employee may use the Uniform Grievance Procedure by submitting a claim to the District's Complaint Manager Suellen Girard, Superintendent. Violations of the sexual harassment policy by any ESP employee may result in discipline, up to and including discharge from employment. Board Policy 5:20 on sexual harassment may be found on its website.

## **D. POLICY ON DRUGS AND ALCOHOL**

All District 6 workplaces are drug- and alcohol-free workplaces as required under Illinois and federal law. Employees are prohibited from possessing, distributing, using, consuming, or being under the influence of alcohol or a controlled substance while on District premises or while performing work for the District. Board Policy 5:50, which governs the drug- and alcohol-free workplace requirements, may be found on the District's website. Any employee who violates this policy may be subject to disciplinary action, up to and including termination from employment.

## **E. EVALUATION PROCEDURES**

Each ESP employee's job performance shall be evaluated by his/her direct supervisor. The evaluation process includes scheduled annual evaluations, on forms applicable to the job classification and day-to-day appraisals. Supervisors shall provide a copy of the completed evaluation to the employee and shall provide an opportunity to discuss it. The original should be signed by the employee and the supervisor and filed with the Superintendent. A signature indicates that the employee has had the opportunity to discuss the evaluation and received a copy. It does not indicate agreement with the evaluation. As appropriate, supervisors should discuss job performance issues that require attention to employees.

The Facilities Director shall evaluate the custodial staff in conjunction with the building principal.

The Director of Food service shall evaluate the cooks, bakers, and other kitchen staff.

The Building Principals shall evaluate their secretarial staffs.

Individual classroom teachers will evaluate their aides in conjunction with the Building Principals.

## **F. DISCIPLINARY ACTION**

Employees are expected to comply with the policies of the Board of Education, federal and Illinois laws and mandates, and District rules and regulations. In general, any act, the consequence of which might result in harm to the District or its employees, or which interferes or tends to interfere with the rights or property of the District or its employees, may subject the offender to disciplinary action.

The following rules are intended to provide a general guide to the type of conduct that may be considered sufficient grounds for disciplinary action or termination from employment. The disciplinary action, ranging from reprimand to immediate discharge, will depend upon the circumstances of each case. Repeated violations of these rules may result in discharge even where separate offenses might be considered minor.

An ESP employee who commits any of the following violations of acceptable work behavior will be subject to disciplinary action. The nature of the disciplinary action will depend on the seriousness of the offense, the surrounding circumstances, and/or the prior work record of the employee involved:

- (a) Excessive absenteeism, tardiness, or leaving work before the end of the established work day without permission;
- (b) Leaving your building during working hours without prior approval of your supervisor;
- (c) Use of profanity or abusive language towards students, supervisors, employees, or any persons associated with the district;
- (d) Outside employment or activities which interfere with regular working hours or productivity;
- (e) Failure to obtain and maintain satisfactory productivity and quality of work;
- (f) Failure to comply with safety rules and common safety practices;
- (g) Failure to properly report an injury or accident or falsely claiming injury;
- (h) Willful, deliberate, or continued violation of, or disregard of, the rules and regulations;
- (i) Excessive unauthorized personal telephone calls on working time;
- (j) Failure to notify supervisor prior to start of work if unable to report to work;
- (k) Unauthorized commitment of District funds, resources and facilities;

- (l) Failure to maintain confidentiality as required under the District's confidentiality statement and policies;
- (m) Unauthorized use of District equipment;
- (n) Making disparaging statements or spreading rumors which might harm the reputation of employees, students, parents, the District;
- (o) Violation of the District's Acceptable Use Guidelines for computer and telecommunications equipment;
- (p) Failure to file required reports on a timely basis; and
- (q) Any other act deemed detrimental to the District.

Employees who commit any of the following acts, determined to be serious violations of acceptable work behavior, will be subject to immediate termination on the first offense.

- (a) Insubordination; refusal, or failure to obey instructions of your supervisor;
- (b) Drinking, possessing, or selling of alcoholic beverages on district premises at any time;
- (c) Possessing or selling of controlled substances on district premises at any time;
- (d) Working or reporting to work under the influence of alcohol or controlled substances;
- (e) Theft, misuse, or unauthorized removal of district, student or employee property;
- (f) Possession of weapons or firearms on district premises;
- (g) Abuse, damage or deliberate destruction of district or personal property; and
- (h) Disorderly conduct on District property such as threatening, insulting or abusing any employee, student, parent or supervisor.
- (i) Fighting or attempting bodily injury of a co-worker, student, parent or supervisor at any time on district premises.

## **G. BREAKS AND MEALS**

Employees who work at least seven and one-half (7.5) continuous hours shall receive at least a thirty (30) minute duty-free meal break which begins within the first five (5) hours of the employee's work day, which must be taken away from their primary work area. Employees may

also receive one fifteen (15) minute break during their shift. All breaks and meals are scheduled at the discretion of the employee's immediate supervisor.

## **H. SNOW AND EMERGENCY DAYS**

If weather or other emergency conditions allow, the Superintendent may direct ESP employees to be at work on days that school is closed. In a full-time twelve month employee chooses not to work on that day, Board Policy 5:330 provides qualifying employees with the option of taking a vacation day or having their pay docked. If the Superintendent directs 12 month full-time ESP employees not to report to work, such employees will be paid their regular daily wages for that day.

If there is an early dismissal as a result of cold weather and the buildings mechanical systems are functional, employees are required to complete their regularly scheduled workday.

## **I. JURY DUTY**

No ESP employee shall suffer loss of pay or benefits due to loss of time at work caused by serving on a jury or being subpoenaed to testify in a court of law or deposition in any school-related matter.

Any compensation received from other sources shall be forwarded to the District. In accordance with Board Policy 5:80, the District will continue to grant the necessary time with pay for employees who are subpoenaed to appear in court regarding District No. 6 matters, but only if the employee is not a party to the action against the district. An employee who is a party to a court action against the District shall not be penalized for absence from work, except for loss of pay due to that absence, for any day(s) spent in court relating to that action. An employee who is a party to a court action against the District cannot use sick leave to attend to this business. If the employee has no personal days available, the employee will be docked for any day(s) missed.

## **J. ABUSED AND NEGLECTED CHILD REPORTING**

As required under Illinois law and Board Policy 5:90, any ESP employee who has reasonable cause to suspect 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 (DCFS). The employee must also promptly notify the building principal that a report has been made.

## **K. ETHICS AND GIFT BAN**

All District 6 employees are expected to maintain high standards in their work relationships to be considerate and cooperative, and to maintain professional relationships. As required under Illinois law and Board Policy 5:120, ESP employees must avoid participation in prohibited political activities or taking or receiving illegal gifts. No employee shall have any illegal conflict

of interest in any contract, work, or business of the District, or in the sale of any article by or to the District.

Employees shall not engage in any other employment or in any private business during regular working hours. Employees are prohibited from the unauthorized use of any District facilities, grounds, equipment, or materials for personal use or gain, for outside employment, or for any other activities unrelated to their job duties unless approved by the Superintendent.

## **L. CONFIDENTIALITY OF INFORMATION**

ESP employees who have access to confidential District information are prohibited from disclosing such information unless necessary in the performance of their job duties. Confidential information includes students and personnel records and information discussed by the Board in executive session. Disclosure of confidential information shall be considered gross insubordination and may constitute grounds for termination from employment.

## **M. SOLICITATIONS**

ESP employees are prohibited under Board Policy 5:140 from soliciting donations or sales on school grounds without prior approval from the Superintendent. Employees shall not be solicited for donations or sales by students or other individuals or groups without prior approval from the Superintendent.

## **N. PERSONNEL RECORDS**

The District maintains official personnel records for all ESP employees in accordance with Illinois and federal law. Employees may have access to their personnel records as provided under Board Policy 5:150 and its administrative regulations. When requested for information about an employee, the District will only confirm position and dates of employment. An employee who would like the District to release additional information about his/her employment must submit a written request to the Superintendent or designee.

## **O. ACCEPTABLE USE OF ELECTONICS NETWORKS**

### Acceptable Use

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the Board of Education's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. ESP employees have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

## **VI. EMPLOYEE SEPARATION**

### **A. VOLUNTARY RESIGNATION**

Employees must provide at least two (2) weeks notice of resignation. In most cases, employees who resign will be permitted to work through to their effective resignation date. If the District determines that allowing an employee to work through the resignation date will have an adverse affect on the District, the period of notice may be shortened and the employee may be asked to terminate immediately. The employee will experience no loss in salary as a result.

### **B. INVOLUNTARY TERMINATION AND SUSPENSIONS**

The District may terminate an ESP involuntarily at any time and for any reason, subject to Illinois and federal law. The recommendation to discharge an employee may be initiated by the immediate supervisor. Any employee whose termination is the result of an involuntary dismissal will be given an opportunity to conference with the Direct Supervisor, at which time the reason(s) for the dismissal will be discussed. The affected employee may have a representative of the employee's choosing present during this conference. The employee will be given an opportunity to respond to the reason for the recommended termination. After the conference, the employee will be notified of the Superintendent's final recommendation to the Superintendent and Board of Education regarding dismissal and, if desired, meet with the Board in closed session to review this recommendation

The administration reserves the right to suspend an employee with or without pay in accordance with Board Policy 5:290 and its administrative regulations. If an employee is suspended without pay for misconduct which is detrimental to the District, the employee may appeal the disciplinary action as provided in Board Policy.

### **C. REDUCTION IN FORCE (RIF) PROCEDURES**

If it is necessary for the Board of Education to decrease the number of full-time ESPs employed or reduce the hours worked, or to discontinue some particular category of educational support service, an ESP employee is required by law to receive at least thirty (30) days written notice, together with a letter of honorable dismissal and the reason therefore, before the employee is removed or dismissed. If a reduction in hours is due, however, to an unforeseen reduction in the student population, then notice will be provided at least five (5) days before the hours are reduced.

For purposes of a reduction-in-force, full-time ESP employees are granted seniority and recall rights with their respective categories of position, as prescribed by Section 10-23.5 of the *School Code*. Seniority within the ESP job categories set forth below will regulate the order of reduction-in-force. The employee with the shorter length of continuing service with the District, within respective category of position, will be dismissed first, provided that employees with greater seniority possess the skills, qualifications, and abilities necessary to fill the position of the employee with less seniority.

Annually, by February 1, the District shall prepare and post a seniority list for full-time ESP employees that is categorized by position and shows the length of continuing service of each employee in that category credited from his/her start date. An employee who moves to another position does not lose seniority from the prior position for purposes of reduction-in-force. The categories of positions established for full-time ESP employees are as follows:

Full time workers:

- Cook / Baker
- Assistant cook / baker
- Cafeteria worker
- Building custodians
- Maintenance workers
- Nurses
- Aides
- Secretaries
- Technology assistant

Part time workers:

- Cafeteria workers / servers
- Building custodians
- Aides
- Van driver

Any vacancies during the recall period established under Illinois law shall be offered to the full-time employees who were reduced-in-force from that category of position or any other category in the reverse order of the reduction, provided they are qualified to hold such positions. Employees shall be deemed to have waived their recall rights and will no longer be eligible for any other vacant positions that become available during the recall period if they fail to accept a vacant position offered to them within administratively-established deadlines.