

**SOUTH PEKIN GRADE SCHOOL DISTRICT 137
BOARD OF EDUCATION POLICY MANUAL
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Personnel

Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, religion, creed, 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, 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 Policy. These individuals are listed below. Initiating a complaint shall not adversely affect the complainant's terms or conditions of employment.

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 _____
Address _____
Telephone No. _____

Complaint Managers:

Name _____
Address _____
Telephone No. _____

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 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.

- 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.
Equal Pay Act, 29 U.S.C. § 206(d).
Ill. Constitution, Art. 1, §§ 17, 18, and 19.
Immigration Reform and Control Act, 8 U.S.C. § 1324a et seq.
Rehabilitation Act of 1973, 29 U.S.C. § 791 et seq.
Religious Freedom Restoration Act, 775 ILCS 35/5.
Title VII of Civil Rights Act, 42 U.S.C. § 2000e et seq., 29 C.F.R. Part 1601.
Title IX of the Education Amendments, 20 U.S.C. § 1681 et seq., 34 C.F.R. Part 106.
820 ILCS 105/1 et seq.
775 ILCS 5/1-103 and 5/2-102.
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, 5/244, 5/24-4.1, and 5/24-7.
23 Ill. Admin. Code § 1.230.
- CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20, 8:70
- ADOPTED: December 19, 2000
- AMENDED: November 15, 2005

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 *Uniform Grievance Procedure*, Board policy 2:260. 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.

Nondiscrimination Coordinator:

Name _____
Address _____
Telephone No. _____

Complaint Managers:

Name _____
Address _____
Telephone No. _____

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

LEGAL REF.: Title VII of the Civil Rights Act, 42 U.S.C. § 2000e et seq., 29 C.F.R. § 1604.11.
Title IX of the Education Amendments, 20 U.S.C. § 1681 et seq.
Meritor Savings Bank v. Vinson, 106 S.Ct. 2399 (1986).
Harris v. Forklift Systems, 114 S.Ct. 367 (1993).
Oncale v. Sundown Offshore Services, 118 S.Ct. 998 (1998).
Burlington Industries v. Ellerth, 118 S.Ct. 2257 (1998).
Faragher v. City of Boca Raton, 118 S.Ct. 2275 (1998).
775 ILCS 5/2-102(D) et seq.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10, 7:20

ADOPTED: December 19, 2000

Personnel

General Personnel

Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with the School board policy on equal employment opportunities and minority recruitment. The Superintendent is responsible for recruiting personnel, in compliance with Board of Education policy, and making hiring recommendations to the Board of Education. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the School Board's approval. No individual will be employed who has been convicted of a criminal offense listed in Section 5/10-21.9(c) 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 is performed on each applicant as required by State Law. The Superintendent or designee shall notify an applicant if the applicant is identified in the Database as a sex offender. 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 § 1021.9 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 5/10-20.7, 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, 5:10, 5:40

ADOPTED: December 19, 2000

AMENDED: November 15, 2005, March 15, 2007

General Personnel

Compliance with the Fair Labor Standards Act

Job Classifications

The Superintendent will ensure that all job positions are identified as either "exempt" or "non-exempt" according to the Fair Labor Standards Act (FLSA) and that employees are informed whether they are "exempt" or "non-exempt." "Exempt" and "non-exempt" employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by the FLSA minimum wage and overtime provisions.

Workweek and Compensation

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

Overtime

The School board discourages overtime work by non-exempt employees. A non-exempt employee shall not work overtime without his or her supervisor's express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent's or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time-Off*.

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension if the deduction would cause a loss of the exempt status. Certificated employees may be suspended without pay in accordance with Board policy 5:240, *Professional Personnel – Suspension*. Non-certificated employees may be suspended without pay in accordance with Board policy 5:290, *Educational Support Personnel – Employment Termination and Suspensions*.

Administrative Implementation

The Superintendent shall implement this policy to ensure FLSA compliance.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. §201 et seq., 29 C.F.R. Parts 516, 541, 548, 553, 778 and 785.

CROSS REF.: 5:240 (Suspension, 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off))

ADOPTED: August 19, 2004

General Personnel

Administrative Procedure – Fair Labor Standards Act Exemptions

FLSA Exemption Category	Staff Positions
Non-Covered Persons	Independent contractors Bona fide volunteers Trainees (e.g., student teacher) who: (1) receive academic credit for their work experience, (2) do not displace regular employees, (3) work under close supervision, and (4) are not entitled to a job at the end of their training
Executive Employees	Superintendent Associate/Assistant Superintendent(s) Directors Supervisors
Administrative Employees	Building Principals Assistant Principals Book Keeper
Professional Employees	Teachers Counselors Registered Nurses Media coordinators
Computer Employees	Technology employees performing systems analysis techniques
Non-Exempt Employees	Secretaries Bus Drivers/Transportation Workers Receptionists Teacher Aides, Paraprofessionals And Assistants Computer Lab Managers Custodians Cafeteria Workers Clerks Crossing Guards Maintenance Workers Media Assistants Before/After School Program Workers Pre-School Workers (If District Day Care)

Personnel

Communicable and Chronic Infectious Disease

The Superintendent shall develop and implement procedures for dealing with known or suspected cases of a communicable and chronic infectious disease involving a District employee consistent with State and federal law, rules of the Illinois Department of Public Health, and Board of Education policies.

An employee with a communicable or chronic infectious disease shall be evaluated by the District's Communicable and Chronic Infectious Disease Review Team. The employee's medical records shall be held in strictest confidence by the Team, except to the extent allowed by law.

Employees with a communicable or chronic infectious disease will be permitted to retain their positions 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. Employees who cannot retain their positions shall remain subject to the Board's employment policies including sick leave, physical examinations, temporary and permanent disability, and termination. Determining whether an employee with a communicable or chronic infectious disease may retain his or her position will be made in accordance with established procedures.

The recommendation of whether the employee's placement is appropriate shall be made on a case-by-case basis by the District's Communicable and Chronic Infectious Disease Review Team.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. § 12101 et seq.
Rehabilitation Act of 1973, 29 U.S.C. § 791.
820 ILCS 40/1 et seq.
20 ILCS 2305/6.
105 ILCS 5/24-5.
Rules and Regulations for the Control of Communicable Diseases, issued by the Illinois Department of Public Health.

CROSS REF.: 2:150, 5:30, 5:180

ADOPTED: December 19, 2000

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 Board of Education 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.: Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. § 7101 et seq.
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.
Americans With Disabilities Act, 42 U.S.C. § 12114.
Drug-Free Workplace Act, 30 ILCS 580/1 et seq.
ADOPTED: December 19, 2000

Personnel

Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Registration

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, or other local transportation costs.

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

LEGAL REF.: 105 ILCS 5/10-22.32.
Local Government Travel Expense Control Act, 50 ILCS 150/.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

ADOPTED: December 19, 2000

AMENDED

March 28, 2017

General Personnel

Exhibit - Employee Expense Reimbursement Form

Submit to the Superintendent. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print and attach receipts for all expenditures.

Name: _____ Title/Office: _____

Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

Receipts attached Request Date: _____

Approved expense advancement (voucher) attached, if applicable* (Completed 5:60-E2, Employee Estimated Expense Approval Form.)

Actual Expense Report										
*Employees will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. (105 ILCS 5/10-22.32)										
Auto Travel Allowance: _____ per mile										
Date	Mileage		Comm. Travel Expenses	Lodging	Meals			Other Item	Cost	Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner			
Subtotal										
Advances									-	
TOTAL (A negative amount indicates refund due from employee.)									\$	

Superintendent (below maximum allowable amount): **Approved** **Denied**
 Approved in Part

 Superintendent Signature Date

School Board Action (exceeds maximum allowable amount): **Approved** **Denied**
 Approved in Part

 Employee Signature Date

General Personnel

Exhibit - Employee Estimated Expense Approval Form

Submit to the Superintendent. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print.

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Estimated Expenses Approval Requested (50 ILCS 150/20)

Purchase Order Requested Purchase Order #: _____

Expense Advancement Voucher Requested (105 ILCS 5/10-22.32)

Voucher Amount: _____

Estimated Expense Report										
Departure date: _____					Return date: _____					
Auto Travel Allowance: _____ per mile										
Date	Mileage		Comm. Travel Expenses	Lodging	Meals			Other Item	Cost	Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner			
Total										\$

Superintendent (below maximum allowable amount):

Approved **Denied**
 Approved in Part

 Superintendent Signature

 Date

School Board Action (exceeds maximum allowable amount):

Approved **Denied**
 Approved in Part

 Employee Signature

 Date

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.: 775 ILCS 5/2-101 and 5/2-102.

Religious Freedom Restoration Act, 775 ILCS 35/5.

ADOPTED: December 19, 2000

Personnel

Court Duty

The District will pay full salary during the time an employee is on jury 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 jury duty to the District.

LEGAL REF.: 105 ILCS 5/10-20.7.
ADOPTED: December 19, 2000

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. 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 and the Superintendent or designee shall ensure that the signed forms are retained.

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 School Board member must, if an allegation is raised to the member during an open or closed School Board meeting that a student is an abused child as defined in the Act, direct or cause the School Board to direct the Superintendent or other equivalent school administrator to comply with the requirements for the Act 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 Harassment), 5:100 Staff Development Programs), 7:20 (Harassment of Students Prohibited), and 7:150 (Agency and Police Interviews)

ADOPTED: December 19, 2000

AMENDED: March 15, 1007

Personnel

Staff Development Program

The Superintendent 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 certified staff members shall be designed to effectuate the School Improvement Plan so that student learning objectives meet or exceed goals established by the District and State.

At least once every 2 years, the in-service training of certified 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 psycho-stimulant medication for school-age children.

All staff members are encouraged to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques, including the Heimlich maneuver and rescue breathing the accordance with a nationally recognized certifying organization. The staff development program may include training and services of experts in life-saving techniques to instruct teachers and other school personnel.

Professional Staff - Tuition Reimbursement

Please refer to the "Agreement between South Pekin School District 137 and South Pekin Federation of Teachers, IFT/AFT Local 4594".

Support Staff - Skills Enhancement/Compensation

Educational Support Personnel will receive compensation for approved course work, workshops, or other training sessions as follows:

1. Superintendent approved and beneficial to District 137, initiated by support staff, 50% of the cost will be paid by the District.
2. Superintendent approved and requested training to enhance individual performance and/or remediate individual deficiencies will be paid at 100% of the defined cost.

LEGAL REF.: 105 ILCS 5/2-3.60, 5/2-3.64, 5/10-22.39 and 110/3.
745 ILCS49/1 et eq (Good Samaritan Act).

ADOPTED: DECEMBER 19, 2000

AMENDED: OCTOBER 15, 2002

Personnel

Recognition For Service

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

ADOPTED: December 19, 2000

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
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).

ADOPTED: December 19, 2000
CROSS REF.: 2:105 (Ethics and Gift Ban)
AMENDED: April 20, 2004

General Personnel

Personal Technology and Social Media; Usage and Conduct

Definitions

Includes - Means “includes without limitation” or “includes, but is not limited to.”

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

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

Usage and Conduct

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

1. Adhere to the high standards for appropriate school relationships in policy 5:120, *Ethics and Conduct* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:120, *Ethics and Conduct*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill. Admin. Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians (i.e. District phone, email to parents).
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. No District Staff member shall associate inappropriately with students at any time in a manner which may give the appearance of impropriety, including, but not limited to personal, non-school related electronic communication. District Staff members shall not interact with students via texting, personal email, instant messaging, blogging, social media and/or online networking media such as Facebook, Twitter, or any non-district authorized sites.
5. Personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.
6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
8. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages,

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

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Ethics and Conduct*.
2. Annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that no one for the District, or on its behalf, requests of an employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.
Ill. Human Rights Act, 775 ILCS 5/5A-102.
Code of Ethics for Ill. Educators, 23 Ill.Admin.Code §22.20.
Garcetti v. Ceballos, 547 U.S. 410 (2006).
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:120 (Ethics and Conduct), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

ADOPTED: May 28th, 2013

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.

ADOPTED: December 19, 2000

Personnel

Personnel Records

Please refer to the "Agreement Between South Pekin School District 137 and South Pekin Federation of Teachers, IFT/AFT Local 4594".

For employees not covered by this agreement:

The District maintains a complete personnel record for every current employee and former employee. The employees' 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 guidelines developed by the Superintendent.

LEGAL REF.: 820 ILCS 40/1 et seq.
23 Ill. Admin. Code § 1.660.
CROSS REF.: 2:250 (district records), 7:340 (Student Records)
ADOPTED: December 19, 2000

Personnel

Release Of Credit Information

The School District will only confirm employment when requested for credit information about a District employee.

An employee wanting employment and salary or wage information released must request so in writing and an administrator must sign the released materials.

ADOPTED: December 19, 2000

Personnel

Copyright For Publication or Sale of Instructional Materials and Computer Programs Developed By Employees

Instructional Materials

All instructional materials developed by an employee within the scope of employment with the District shall be classified "works for hire" and are the District's property. The District is entitled to all proceeds from the sale of "works for hire" other than computer programs.

The employee must provide the District with prior written notification of his or her intention to publish any instructional materials developed within the scope of employment. In no case shall notification be made any later than 20 business days prior to entering into a contract for publication with a publishing firm or with a manufacturer. The District has the exclusive right to register the copyrights for such instructional materials. Unless the employee specifically states in writing to the contrary, the employee warrants that any instructional materials developed and submitted to the District for publication are original.

Computer Programs

The employee who develops a computer program is entitled to a share of the proceeds from its sale as agreed to by the District. Neither the employee nor the District may receive more than 90% of the proceeds. The negotiation may be conducted by an employee's representative.

"Proceeds" are the profits after deducting expenses and shall be computed by the District. The proceeds of a computer program developed by more than one employee shall be equitably distributed among such employees, in proportion to their participation in the program's development, and the District.

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. No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. 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 the person designated as the copyright compliance officer, 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)
ADOPTED: December 19, 2000

Personnel

Temporary Illness or Temporary Incapacity

Temporary illness or temporary incapacity is an illness or other capacity of illbeing 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 Board of Education'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 school 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 District No. 127 1/2 Cook County, 208 N.E.2d 423 (Ill.App.1, 1965).
School District No. 151, Cook County v. Ill. State Board of Education, 507 N.E.2d 134 (Ill.App.1, 1987).

CROSS REF.: 5:185, 5:250, 5:330

ADOPTED: December 19, 2000

AMENDED: November 15, 2005

General Personnel

HIPAA Privacy Policy

The purpose of this policy is to assist the District, the Board of Education, and its officials and employees and agents in complying with the privacy standards of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and to protect the confidentiality and integrity of protected health information acquired through the administration of any group health plan or similar employee benefit plan maintained by the District for the benefit of its employees. The District, as a "plan sponsor" under HIPAA, shall comply with this policy when dealing with protected health information of any individual covered by the District's group health plan or similar employee benefit plan maintained by the District for the benefit of its employees.

Definitions

For the purposes of this policy, the following definitions shall apply:

Group Health Plan is the District's group health plan or similar employee benefit plan maintained by the District for the benefit of its employees which is administered by the insurance carrier or plan administrator with which the District has contracted for providing such group health plan or other employee benefit plan.

Individually Identifiable Health Information is health and demographic information that relates to the past, present, or future health care of an individual or payment for such health care that identifies or can be used to identify the individual.

Plan Document is the plan documents that govern the District's group health plan or similar employee benefit plan maintained by the District for the benefit of its employees. The Plan Document is drafted and maintained by the insurance carrier or plan administrator with which the District has contracted for providing the District's group health plan or other employee benefit plans maintained by the District for the benefit of its employees.

Protected Health Information ("PHI") is individually identifiable health information that is maintained in or transmitted by electronic media, such as computers or the internet, or maintained or transmitted in any other form or medium, including transmissions via paper, voice, telephone, e-mail or facsimile. Protected Health Information excludes individually identifiable health information in education records covered by the Family Educational Rights and Privacy Act (FERPA) or employment records held by the District.

Confidentiality of Protected Health Information ("PHI")

All Board of Education members and all District officials and employees shall endeavor to maintain the confidentiality and integrity of protected health information. In general, all District officials and employees will make reasonable efforts to limit the use, disclosure, and request of protected health information to the minimum necessary to accomplish the intended purpose of the use, disclosure, or request. Except as noted below, protected health information shall not be used or disclosed without the proper consent unless such use or disclosure is specifically authorized by law. Protected health information shall not be used or disclosed for marketing or directory purposes. Further, protected health information shall not be used or disclosed to a relative or a friend acting on behalf of an individual unless the individual has authorized such

use or disclosure or the relative or friend is an authorized personal representative acting under proper legal authority. The District shall handle protected health information of a deceased individual in the same manner as other protected health information.

Permitted Uses and Disclosures of PHI

The District may use or disclose PHI as follows:

1. To the individual to which the protected health information pertains;
2. To a legal guardian, authorized personal representative, executor, administrator or other person having a legal right to act on behalf of the individual in making decisions related to health care;
3. To the insurance carrier or plan administrator with which the District has contracted for providing the District's the group health plan;
4. To a business associate for the District's group health plan from which the District or the group health plan has obtained documented satisfactory assurances that they will comply with all applicable laws regarding the use or disclosure of protected health information;
5. For the treatment, payment or health care operations purposes;
6. Pursuant to and in compliance with a valid authorization from an individual;
7. For public health activities, including but not limited to disclosures to the local county or state Health Department when authorized by law or the Illinois Department of children and Family Services in cases of child abuse or neglect or domestic violence;
8. For group health plan oversight activities, such as enrollment, eligibility determinations, and other activities related to health care operations purposes;
9. For law enforcement purposes or judicial and administrative proceedings; or
10. When otherwise required by the law

Access, Use and Disclosure Limited

For the purpose of ensuring compliance with this policy and the privacy standards of HIPAA, the District personnel having access to protected health information shall include only the following listed personnel:

- Superintendent
- Administrative Staff designated by the Superintendent
- District Secretary
- District Bookkeeper

These listed persons are authorized to and shall take all reasonable steps to protect the privacy of protected health information, including but not limited to, ensuring that administrative, physical and technical safeguarding procedures are established and enforced.

No other persons shall be granted access to or use of protected health information, except as specifically provided in this Board Policy. Accordingly, in all circumstances, access, use and disclosure of protected health information shall be limited to these persons and those categories minimally necessary to carry out the functions and duties of the District. All documentation required by HIPAA or other applicable law shall be maintained by the Superintendent and all questions regarding the use or disclosure of protected health information should be directed to the Superintendent's Office.

Protected health information shall not be used or disclosed under any circumstances by the District for employment-related actions or decisions or in connection with any other employee benefit or employee benefit plan offered by the District.

The District personnel listed above who have access to and maintain protected health information shall implement the following procedures that limit other District official's or employee's access to protected health information:

- All files or documents containing protected health information shall be placed and maintained in a secure location and manner, thereby eliminating unauthorized access;
- Any computer containing or providing access to protected health information shall be password protected to authorized personnel only;
- Any computer containing or providing access to protected health information shall not be left unattended with protected health information on the screen and shall be logged log off the necessary system when unattended;
- Protected health information that is no longer needed by the District for offering or administering a group health plan shall be properly destroyed or discarded in a manner that prohibits its review by unauthorized personnel;
- Fax machines over which protected health information is sent or received shall be maintained in a secure location; and
- All employees with access to protected health information shall be trained regarding the permissible use or disclosure of protected health information except as allowed under this Board Policy or the plan document and to not use or disclose protected health information for employment related decisions.

Obligations and Activities of District as a Plan Sponsor

- (a) *Duty not to disclose PHI.* The District shall not use or disclose protected health information other than as permitted or required by the plan document or as otherwise required by law.
- (b) *Duty to Safeguard PHI.* The District shall use appropriate safeguards to prevent use or disclosure of the protected health information other than as provided for by the plan document, including, but not limited to, the implementation of administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of the District's group health plan.
- (c) *Duty to Mitigate Damage Caused by Improper Disclosure of PHI.* The District shall mitigate, to the extent practicable, any harmful effect that is known to the District of a use or disclosure of protected health information by the District in violation of the requirements of the plan documents.
- (d) *Duty to Report Disclosure of PHI.* The District shall report to the group health plan any use or disclosure of the protected health information not provided for by the plan document of which the District becomes aware, including any security incident involving electronic protected health information.
- (e) *Duty to Ensure Agents Agree to Same Restrictions.* The District shall ensure that any agent, including a subcontractor, to whom it provides protected health information received from, or created or received by the District on behalf of group health plan agrees to the same restrictions and conditions that apply to the

- District through this Board Policy and the plan document with respect to such information.
- (f) *Duty to Provide Access to PHI.* At the request of group health plan, the District shall provide access to any protected health information maintained or received by the District, to the extent such information is maintained by the District for the group health plan, to the group health plan in order to meet the requirements under 45CFR 164.524.
 - (g) *Duty to Amend PHI.* The District shall make any amendment(s) to protected health information that the group health plan directs or agrees to make to the protected health information pursuant to 45CFR 164.526 at the request of the group health plan or an individual to which the protected health information pertains.
 - (h) *Duty to Make Records Available.* The District shall make internal practices, books, and records including policies and procedures relating to the use and disclosure of protected health information received from, or created or received by the District on behalf of, the group health plan available to the group health plan or to the Secretary of the U. S. Department of Health and Humans Services when determining the group health plan's compliance with HIPAA. Such policies and procedures include this Board Policy.
 - (i) *Duty to Document Disclosure of PHI.* The District shall document such disclosures of protected health information and information related to such disclosures as would be required for the group health plan to respond to a request by an individual for an accounting disclosure of protected health information in accordance with 45 CFR 164.528.
 - (j) *Duty to Provide Information.* The District shall provide the group health plan or an individual information collected in accordance with Section (i) above to permit the group health plan to respond to a request by an individual for an accounting of disclosures of protected health information in accordance with 45 CFR 164.528.

Disclosure of PHI in Violation of This Policy

In the event any person, including those persons listed above as having access to or control of protected health information, do not comply with this Board Policy, the person shall be subject to appropriate disciplinary measures, which may include an oral warning (first offense), a written warning (second offense), and suspension or termination of employment with the District. A more severe sanction may be imposed if warranted by the nature of the violation. All sanctions imposed shall be documented in the employee's personnel file and shall be maintained with the District's HIPAA compliance record.

Legal Ref.: 45 CFR§164.528(f)
42 U.S.C.A § 1320d et seq.

Adopted: March 18, 2004

Professional Personnel

Certification

Each certified staff member must have a current Illinois certificate which legally qualifies him or her for the duties for which he or she is employed. The staff member shall be responsible for securing and maintaining a valid certificate.

Each teacher shall have a valid proof of certification and a current receipt showing certificate registration in the District's central office no later than the end of the first week of school, each school year. On or before each July 1, each teacher must have a complete, up-to-date set of college transcripts, including any new credits, on file with the Superintendent. The teacher shall notify the Superintendent of a certification change within 30 days after it has occurred.

Illinois Teacher Corps

Each individual participating in the Illinois Teacher Corps holding a resident certificate may apply for any position which he or she is qualified to teach.

LEGAL REF.: 105 ILCS 5/10-20.15, 5/21-1, 5/21-10, 5/21-11.4, and 5/24-23.
23 Ill. Admin. Code § 1.620.

ADOPTED: December 19, 2000

ADMINISTRATIVE
PROCEDURES ADOPTED: January 26, 2010

Professional Personnel

Exhibit - Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications

On District letterhead

Date

Re: You May Request Your Child's Classroom Teachers' Qualifications

Dear Parents/Guardians:

As a parent/guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, you have the right to request the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. You may request the following information about each of your child's classroom teachers and their paraprofessional assistants, if any:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Sincerely,

Superintendent

Professional Personnel

Administrative Procedure - Plan to Ensure That All Teachers Who Teach Core Academic Subjects Are Highly Qualified

Actor	Requirements and Actions That Must Be Completed
Superintendent or designee	<p>Identify all core academic subjects and non-core subjects.</p> <p>For core academic subjects, recommend for hiring only teachers who are <i>highly qualified</i>, as defined by Title I of the Elementary and Secondary Education Act and its implementing regulations, State law, and School Board policy 5:190, <i>Teacher Qualifications</i>.</p> <p>Identify any teacher currently employed teaching a core subject who is not <i>highly qualified</i>.</p> <p>Inform the Building Principal of any teacher in his or her building teaching a core subject who is not <i>highly qualified</i>.</p> <p>Notify each teacher teaching a core subject and who is not <i>highly qualified</i> that federal law requires that all elementary and secondary teachers be <i>highly qualified</i>.</p> <p>Complete a roadmap for each not <i>highly qualified</i> teacher describing the specific activities that are appropriate to get the individual to <i>highly qualified</i> status within 2 years, benchmarks, proposed completion dates, resources necessary, date of completion, and a District contact person. These documents must be kept on file at the District office for ROE Teacher Audits and ISBE random audits. http://www.isbe.net/certification/pdf/RMNQT_form.pdf.</p> <p>Consult with Building Principals and other administrative staff members about methods to ensure that core-subject teachers are <i>highly qualified</i>, such as through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies.</p> <p>Appoint a committee to devise methods to: (1) ensure that core subjects are only taught by <i>highly qualified</i> teachers, and (2) assist teachers to become <i>highly qualified</i>.</p> <p>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.</p>

Professional Personnel

Terms and Conditions of Employment and Dismissal

School Day, Salary, Assignments and Transfers, Evaluation

Please refer to the "Agreement Between South Pekin School District 137 and South Pekin Federation of Teachers, IFT/AFT Local 4594".

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.

School Year

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

Dismissal

The District will follow State law when dismissing a teacher.

LEGAL REF.: 105 ILCS 5/10-19, 5/18-8, 5/24-2, 5/24-8, 5/24-9, 5/24-21, 5/24A-4, and 5/24A5.

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

CROSS REF.: 5:290

ADOPTED: December 19, 2000

Professional Personnel

Resignations and Retirement

Tenured teachers may resign at any time with consent of the Board of Education or by written notice sent to the Board of Education 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 Board of Education.

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

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

ADOPTED: December 19, 2000

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 with only a substitute certificate may teach in place of a certificated teacher for a period not to exceed 90 paid school days or 450 paid hours in any one school district in any one school term. Where such teaching is partly on a daily and partly on an hourly basis, a school day shall be considered as 5 hours.

The Board of Education 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.

ADOPTED: December 19, 2000

Professional Personnel

Maintaining Student Discipline

Please refer to the "Agreement Between South Pekin School District 137 and South Pekin Federation of Teachers, IFT/AFT Local 4594".

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

CROSS REF.: 7:190

ADOPTED: December 19, 2000

Professional Personnel

Suspension

Suspension Without Pay

The Board of Education may suspend without pay (1) a professional employee (administrator or teacher) pending a dismissal hearing, or (2) a teacher as a disciplinary measure for up to 10 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 includes any failure to follow any oral or written directive, order or Board of Education policy or that of any supervisor. Misconduct also includes any act or failure to act that constitutes a violation or an attempt to violate any law or local ordinance which relates to the employee's duties. The Superintendent is authorized to establish rules and regulations designed to implement this policy.

At the request of the professional employee 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 teacher of the alleged charges and the date and time of the hearing. At the pre-suspension hearing, the teacher or his/her representative may present evidence.

Suspension With Pay

The Board of Education or Superintendent 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, or (3) pending a Board hearing to suspend a teacher without pay.

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

LEGAL REF.: 105 ILCS 5/24-12.
Auer v. Robbins, 117 S.Ct. 905 (1997); 29 C.F.R. § 541.3.
Cleveland Board of Education v. Loudermill, 105 S.Ct. 1487, *on remand* 763 F.2d 202 (6th Cir. 1985), *on remand* 651 F.Supp.92 (N.D. Ohio 1986), *aff'd by* 844 F.2d 304 (6th Cir. 1988), *cert. denied* 488 U.S. 946 (1988).
Jones v. Board of Education of Township High School District No. 211, 651 F. Supp. 760 (N.D. Ill. 1986).
Barszcz v. Board of Trustees of Community College District No. 504, Cook County, 400 F.Supp. 675 (N.D. Ill. 1975), *aff'd by* 539 F.2d 715 (7th Cir. 1976), *cert. dismissed by* 429 U.S. 1080 (1977).
Spinelli v. Immanuel Lutheran Evangelical Congregation, Inc., 515 N.E.2d 1222 (1987).
Kamrath v. Board of Education of School District 150, 515 N.E.2d 1222 (1987).
Massie v. East St. Louis School District No. 189, 561 N.E.2d 246 (5th Dist. 1990).
Kearns v. Board of Education of North Palos Elementary School District No. 117, 392 N.E.2d 148 (1st Dist. 1979).

ADOPTED: December 19, 2000

Professional Personnel

Leaves of Absence

Sick and Bereavement Leave, Personal Leave, Leave of Absence Without Pay, Maternity or Adoption Leave, Paid Professional Leave

Please refer to the “Agreement Between South Pekin School District 137 and South Pekin Federation of Teachers, IFT/AFT Local 4594”.

Leaves For Service in the Military and General Assembly

Leaves for service in the military and General Assembly shall be granted in accordance with State and federal law. A professional staff member hired to replace one in military service or in the General Assembly does not acquire tenure.

School Visitation Leave

An eligible professional staff member is entitled to 8 hours of unpaid leave 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.

Other Leaves

The Board of Education will grant a leave of absence to the Association president and trustees of the Teachers' Retirement System as required by Sections 24-6.2 and 24-6.3 of The School Code.

LEGAL REF.: 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.
820 ILCS 147/15.

CROSS REF.: 5:180, 5:185, 5:330

ADOPTED: December 19, 2000

Professional Personnel

Student Teachers

Opportunities will be provided students from college and university approved teachertraining 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.

ADOPTED: December 19, 2000

Educational Support Personnel

Employment At-Will, Compensation, and Assignment

Employment AtWill

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

Compensation and Assignment

The Board of Education will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. Educational support personnel are paid bi-weekly. The Superintendent is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.: 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

ADOPTED: December 19, 2000

AMENDED: July 20, 2006, July 28, 2010

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 non-certificated 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 student's 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 performing non-instructional duties may be used:

- 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
- As supervisors, chaperones, or sponsors for non-academic school activities; or
- For non-teaching duties not requiring instructional judgment or student evaluations.

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 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.

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*.

Custodial/Maintenance/Cafeteria Workers

New Custodial/Maintenance/Cafeteria Workers are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria*. The Superintendent or designee shall ensure that all Custodial/Maintenance/Cafeteria Workers have completed appropriate training programs.

Administrative Assistants/Bookkeepers/Clerical

New Administrative Assistants/Bookkeepers/Clerical employees are subject to the requirements contained in Board policy 5:30, hiring process and Criteria. The Superintendent or designee shall ensure that all Administrative Assistants/Bookkeepers/ Clerical employees have completed appropriate training programs.

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), 5:30 (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)

ADOPTED: August 19, 2004

AMENDED: July 28, 2010

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, 5:30, 5:280

ADOPTED: December 19, 2000

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 atwill employee at any time for any reason, subject to State and 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 Board consistent with the Board's goal of having a highly qualified, high performing staff.

Reduction In Force and Recall

The Board of Education shall use a seniority list to determine the order of dismissal if it reduces educational support personnel or discontinues some type of educational support service. The seniority list, categorized by positions, shall show 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.

Written notice will be given the employee by certified mail, return receipt requested, at least 30 days before the employee is removed or dismissed, together with a statement of honorable dismissal and the reason therefore.

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 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.

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.

CROSS REF.: 5:240 (suspension policy for professional employees), 5:270 (Educational Support Personnel – Employment At-Will, Compensation and Assignment)

ADOPTED: December 19, 2000

AMENDED: February 28, 2005; July 20, 2006

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, tenmonth 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

Work as needed and approved by immediate supervisor.

Supervisory Staff

The work day and work year for 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.

Meal Break

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.

LEGAL REF.: 105 ILCS 5/10-20.14a, 5/10-22.34, and 5/10-23.5.

ADOPTED: December 19, 2000

Educational Support Personnel

Compensatory Time-Off

A nonexempt employee works overtime whenever the employee works more than 40 hours during a single work week. Employees may be given 1-1/2 hours of compensatory timeoff in lieu of cash payment for each hour of overtime worked. Overtime will not be allowed without prior authorization from the employee's immediate supervisor.

Regular employees may accumulate a maximum of 240 hours of compensatory time, which represents compensation for 160 hours of overtime. Employees 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.

An employee who has accrued the maximum number of compensatory hours will be paid for any additional overtime hours worked, at the rate of one and onehalf times the employee's regular hourly rate of pay.

An employee who has accrued compensatory time shall be permitted to use such time in at least half-day components if such requests do not unduly disrupt the operations of the District. All requests for compensatory time must be approved by the employee's supervisor.

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. § 785.

ADOPTED: December 19, 2000

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.

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 onehalf times the employee's regular hourly rate of pay, or (2) the accumulated compensatory time may be converted to personal leave time (personal time accrued may be converted to sick leave upon termination) and (3) 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.

Implementation

The Superintendent or designee shall implement this policy in accordance with the FLSA. In the event of a conflict between the policy and the FLSA, the latter shall control.

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

CROSS REF.: 5:35 (Compliance with the Fair Labor Standards Act), 5:185 (Family and Medical Leave), 5:270 (Employment At-Will, Compensation, and Assignment)

ADOPTED: December 19, 2000

AMENDED: June 18, 2012

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

Sick Days

Full-time year round educational support personnel shall receive 14 paid sick leave days per year. Part-time educational support personnel shall receive pro-rated sick day pay equivalent to their contracted number of days and hours in their regular workday. Unused sick leave for full-time year round educational support personnel shall accumulate to a maximum of 340 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, or adoption. The Superintendent and/or designee shall monitor the use of sick leave.

The 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 by his or her supervising physician to perform health examinations, 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 three days, it shall pay the expenses incurred by the employee.

Vacation

After a year of continuous employment, year-round employees shall be eligible for a vacation on the following basis:

After	1 year continuous employment	5 working days
	3 years continuous employment	10 working days
	12 years continuous employment	15 working days
	20 years continuous employment	20 working days

Vacation time earned in one fiscal year shall be used by the end of the following fiscal year or the employee shall lose it. Employees terminating their employment shall be entitled to remuneration for the amount of vacation earned to the date of termination, provided they have been in the employ of the school system for one year. Vacation remuneration shall be paid only when employment is terminated by the action of the Board of Education or by a two week notice in writing by the employee.

Request for vacations shall be submitted to and must be approved by the Superintendent. Every effort shall be made to meet the desires of the employee and the needs of the school system in establishing vacation

dates. Vacations shall be taken during the time when school is not in session, except by special arrangement with the Superintendent or the Superintendent's designee. The Superintendent shall keep a record of vacations earned and the dates taken.

Holidays

School District employees will be paid for, but will not be required to work on:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
Abraham Lincoln's Birthday	Veteran's Day
Casimir Pulaski's Birthday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

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

Personal Leave

Fulltime year round educational support personnel shall received three personal leave days per year, with educational support personnel with 15 or more continues years of service receiving 4 personal days. Part-time educational support personnel shall receive pro-rated personal days equivalent to their contracted number of days and hours in their regular workday. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Superintendent 24 hours before the requested date.
2. Personal leave may not be used in increments of less than onehalf day.
3. Personal leave is subject to any necessary replacement's availability.
4. Personal leave may not be used when the employee's absence would create an undue hardship.
5. A maximum of three (3) educational support staff members may use personal time on any given day, on a first through third request arrangement.

Leaves For Service in the Military

Educational support personnel shall receive the same military leave that is granted professional staff.

Bereavement Leave

Educational support personnel may receive the same bereavement leave that is granted professional staff.

School Visitation Leave

An eligible employee is entitled to a school visitation leave on the same terms and conditions granted professional staff.

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.

820 ILCS 147.

CROSS REF.: 5:180, 5:185, 5:250

ADOPTED: December 19, 2000

AMENDED: November 15, 2005, July 28, 2010

ILLINOIS STATE BOARD OF EDUCATION
 CERTIFICATION DIVISION
 100 NORTH FIRST STREET, S-306
 SPRINGFIELD, IL 62777-0001

ROADMAP FOR EACH NOT-HIGHLY QUALIFIED TEACHER

Directions: The Local School District must complete a roadmap for each not-highly qualified teacher, describing the specific activities that are appropriate to get the individual to HQT status within 2 years, benchmarks, proposed completion dates, resources necessary, date of completion and a district contact person. These documents must be kept on file at the Local School District for ROE Teacher Audits and ISBE Random Audits.

District name and Number: _____

Teacher Name/IEIN: _____

Core Academic Subject Assigned but not HQ: _____

Building Assigned: _____

Professional Development Activity	Benchmark	Projected Completion Date	Resources/\$ Funding Source(s)	Contact Person	Completion Date

SAMPLE ROADMAP

Directions: The Local School District must complete a roadmap for each not-highly qualified teacher, describing the specific activities that are appropriate to get the individual to HQT status within 2 years, benchmarks, proposed completion dates, resources necessary, date of completion and a district contact person.

District name and Number: _____

Teacher Name/IEIN: _____

Core Academic Subject Assigned but not HQ: _____

Building Assigned: _____

Professional Development Activity	Benchmark	Projected Completion Date	Resources/\$ Funding Source(s)	Contact Person	Completion Date
Complete Mathematics 216 Course at University of Illinois – 3 semester hours	College Transcript showing completion of course	January 2007	Tuition reimbursement of \$558 for 3 semester hours \$1674 Title II Teacher Quality	Phil Jones	
Complete Trigonometry I course at University of Illinois – 3 semester hours	College Transcript showing completion of course	January 2007	Tuition reimbursement of \$558 for 3 semester hours \$1674 Title II Teacher Quality	Angela Davis	