

# ROCKDALE SCHOOL DISTRICT

84



## 2019-2023 EMPLOYEE HANDBOOK

**Rockdale School District 84  
Will County, Illinois**

**Employee Handbook**

**Introduction**

The policies and procedures in this handbook are solely intended to be guidelines for management and are descriptions of procedures to be followed. This handbook is intended to explain and compile procedures and policies that currently exist within the District but may not have been clear to all employees. This handbook is not intended to and does not create a contract or any rights between the Board of Education and any of its employees.

The policies and procedures in this handbook are not intended to vary commitments made by the Board of Education and the Rockdale Council of the American Federation of Teachers, Local 604 as found in the current Collective Bargaining Agreements. The intent of this handbook is simply to explain specific Board policies, relevant provisions of the Collective Bargaining Agreement, legal requirements and existing practices at the District. In the event of any inconsistencies or conflicts between this handbook and Board policy, the Labor Agreement, or other statutes and/or regulations, then Board policy, the Labor Agreement, or those other statutes and/or regulations shall at all times prevail and control over this handbook.

Each employee is expected to read this handbook and for seeking clarification about any unclear aspect. The School District reserves the right to revoke, change or supplement these guidelines and explanations at any time.

**Equal Employment Opportunity (Board Policy 5:10)**

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 (except as legally sanctioned), use of lawful products while not at work, being a victim of domestic or sexual violence, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories. Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Policy. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she initiated a complaint, was a witness, supplied information or otherwise participated in an investigation or proceeding

involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

<i>Nondiscrimination Coordinator and Complaint Manager:</i>  Paul D. Schrik Superintendent, Rockdale SD 84 715 Meadow Ave. Rockdale, IL 60436  815-725-5321 Ext. 248	<i>Complaint Manager:</i>  Jeff C. Peterson, Principal, Rockdale SD 84 715 Meadow Ave. Rockdale, IL 60436  815-725-5321 Ext. 223
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**Employee Orientation Program**

***Teacher Mentoring Program.*** All newly hired licensed employees (teachers, social workers, counselors) are required to participate in the Mentoring Program that will provide training in best practices and information about district procedures.

**Criminal Convictions (Board Policy 5:30)**

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

**Immigration Law Compliance**

Federal law requires that all persons hired by the Rockdale School District must show that they are either a citizen of the United States or if a non-citizen, eligible to work in the United States by the U.S. Immigration and Customs Enforcement (“ICE”) agency.

**Physical Examinations (Board Policy 5:30)**

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 and are provided at employee expense. The physical examination must have been taken by the employee no more than 90 days before the employee's submitting evidence of same to the Board of Education.

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 if the examination

is job-related and consistent with business necessity. The Board of Education will pay the expenses of any such examination.

### **Employment Classifications**

**Full Time Employee:** For those covered by the Collective Bargaining Agreement, a full-time teacher is someone who works 7.25 hrs. per day, or 36.25 hrs./wk. A support staff employee who works no more than 40 hrs./wk.

For those not covered by the Labor Agreement, a full time employee is one who is assigned to regularly work 40 hours per week, with a work year of 261 days (including holidays, vacation, sick leave and personal leave).

### **Salaried Exempt (Ineligible for Overtime)**

Employees paid in salaried-exempt positions are paid an annual salary not based on a time sheet, and do not qualify for overtime pay. These are positions of managerial, administrative or professional nature (e.g., district administration, licensed employees).

### **Non-exempt (Eligible for Overtime)**

Employees may be paid a standard amount in each pay check, but their pay has been computed presuming that they work a given number of hours per week. Time sheets are kept on these employees and they qualify for overtime pay if they work more than forty (40) hours per week. These are positions of a clerical, technical or service nature (e.g., custodians, teacher associates).

As noted below, all overtime hours must be pre-approved by a non-exempt employee's supervisor.

### **Collective Bargaining Agreement**

The Board of Education recognizes the Rockdale Council of the American Federation of Teachers, Local 604 and the Rockdale School District 84 Support Staff Council American Federation of Teachers Local 604 as the sole and exclusive bargaining agents of all full time and part time regularly employed certified and non-certified personnel with regard to wages, hours and terms and conditions of employment. Certain managerial and confidential employees have been excluded, by agreement, from the bargaining unit. Consult the Labor Agreements for details.

As noted above, the information contained in this handbook does not represent any contractual right or agreement.

## **Code of Conduct**

The Board of Education has adopted a number of policies that apply to the district's officers, managers and employees. All district policies can be viewed online at: <https://www.rockdale.will.k12.il.us/Page/94>. Those policies are intended to direct officers, managers and employees on areas of ethical risk, provide guidance to help recognize and deal with ethical issues as well as provide mechanisms to report unethical conduct. These policies are intended to foster a culture of honesty and accountability, deter unethical behavior and promote fair and accurate disclosure and financial reporting.

### **Ethics (Board Policy 5:120)**

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.

### **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.

### **Ethics and Gift Ban (Board Policy 2:105)**

#### **Prohibited Political Activity**

The following precepts govern political activities being conducted by District employees and Board of Education members:

1. No employee shall intentionally perform any "political activity" during any "compensated time," as those terms are defined herein.
2. No Board member or employee shall intentionally use any District property or resources in connection with any political activity.
3. At no time shall any Board member or employee intentionally require any other Board member or employee to perform any political activity: (a) as part of that Board member's or employee's duties, (b) as a condition of employment, or (c)

during any compensated time off, such as, holidays, vacation, or personal time off.

4. No Board member or employee shall be required at any time to participate in any political activity in consideration for that Board member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

A Board member or employee may engage in any activity that: (1) is otherwise appropriate as part of his or her official duties, or (2) is undertaken by the individual on a voluntary basis that is not prohibited by this policy.

### **Limitations on Receiving Gifts**

Except as permitted by this policy, no Board member or employee, and no spouse of or immediate family member living with a Board member or employee shall intentionally solicit or accept any "gift" from any "prohibited source," as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

The following are exceptions to the ban on accepting gifts from a prohibited source:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fund-raising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving

the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.

8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. "Catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. "Intra-governmental gift" means any gift given to a Board member or employee from another Board member or employee, and "intergovernmental gift" means any gift given to a Board member or employee from an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the listed exceptions is mutually exclusive and independent of every other.

A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code.

### **Enforcement**

The Board President and Superintendent shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws. The Board may, as necessary or prudent, appoint an Ethics Advisor for this task.

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. As soon as possible after a complaint is filed, the Superintendent shall appoint a 3-member Ethics Commission. If the Superintendent is the subject of the complaint, the Board President shall perform this duty. Commission members may be any District resident, except that no person shall be appointed who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint. If the Commission finds it more likely than not that the

allegations in a complaint are true, it shall notify the State's Attorney and/or recommend disciplinary action for the employee.

## **Definitions**

Unless otherwise stated, all terms used in this policy have the definitions given in the State Officials and Employees Ethics Act, 5 ILCS 430/1-5.

“Political activity” means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event. (NOTE: The Board finds that administrators who appear at gatherings to inform those assembled about the finances of the district and the impact to the district of passing or not passing a referendum question, without advocating a vote for or against the referendum, are acting in furtherance of their official duties. Those activities are not prohibited by this paragraph.)
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.



15. Participating in any recount or challenge to the outcome of any election.
16. With respect to an employee whose hours are not fixed, “compensated time” includes any period of time when the employee is on premises under the control of the District and any other time when the employee is executing his or her official duties, regardless of location.

**“Prohibited source”** means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;
2. Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee;
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee;
5. Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
6. Is an agent of, a spouse of, or an immediate family member living with a prohibited source. “Gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a Board member or employee

### **Filing Complaints**

Written complaints alleging a violation of this policy shall be filed with the Superintendent or President of the Board of Education.

### **Solicitations by or from Staff. (Board Policy 5:140)**

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.

### **Professional Dress Guidelines**

1. The Board of Education of Rockdale School District 84 and the Rockdale Council of the American Federation of Teachers, Local 604 are committed to being a high performance school district focused on outstanding student performance, achievement, and preparation for a lifetime of success. District staff serve at all times as roles models for the students and should maintain professional standards of dress and grooming.

2. Appropriate professional appearance will demonstrate a high regard for education and will present an image consistent with job responsibilities and community values and expectations.
3. All Employees are required to maintain professional standards of dress and grooming during work hours and school-related activities.
4. Examples of professional attire include, but are not limited to:
  - i. Sport coats/jackets/sweaters
  - ii. Buttoned shirts and blouses
  - iii. Dress shirts and blouses
  - iv. Polo or golf style shirts
  - v. Turtlenecks
  - vi. Belted slacks/pants/"Dockers" style pants (belted if belt loops are visible)
  - vii. Dress shoes or boots
  - viii. Casual shoes, such as leather-like suede or loafer styles, or boots
5. Exceptions to the above standards may be made for religious or personal medical needs.

Administration reserves the right to prohibit clothing that may cause disruption to the work environment.

### **Attendance and Punctuality**

Punctuality and regular attendance are important to the smooth operation of Rockdale School District 84. If you are consistently late or excessively absent, Rockdale School District's ability to perform work and serve our public is affected and an unfair burden is placed on your co-workers. Therefore, unless your absence is permitted or excused under the district's holiday, vacation, sick, personal or other policies, or under the Collective Bargaining Agreement, you are responsible for being at work and arriving on time.

### ***Lunch/Planning Time***

The Collective Bargaining Agreement provides planning time for teachers during the student instructional day. Planning time is reserved for teachers to complete school related business. It is paid "work time", therefore, teachers should remain in the building and be available during all scheduled planning time.

The Labor Agreement provides teachers a thirty (30) minute duty free lunch. Teachers who leave the building during lunch should note that they are required to resume their assigned duties in the building at the culmination of that 30-minute time period.

### ***Leaving the Building During the Day***

Any staff member needing to leave the building during the day should contact the building administrator for prior permission to do so. The staff member needs to “sign out” on the proper roster in the building’s office prior to leaving the building. Upon return, the staff member needs to “sign in”.

### ***Absence/Tardiness***

If you are going to be absent, it is your responsibility to timely report your absence using the Aesop calling system, described below. Each employee needs to register his or her absence with Aesop at least two (2) hours before reporting time. Employees who are not teachers will also need to follow their supervisor’s direction for making arrangements for a substitute, if a substitute is needed.

If you are going to be late, it is your responsibility to report your tardiness as directed, preferably in advance and not later than one hour before the start of the workday.

If you anticipate an absence beyond one day, please notify your supervisor.

An employee who is absent for reasons other than those permitted or excused by Rockdale School District’s holiday, vacation or leave policies or provisions of the Collective Bargaining Agreement, or who repeatedly fails to provide notice as required, will be subject to appropriate disciplinary action, up to and including discharge.

Employees who are absent from work for three (3) or more consecutive work days due to claimed illness are **required to provide a note from his or her physician** indicating that (1) the employee’s medical condition required the employee to remain home from work, and (2) that the employee is released to return to work with or without an accommodation. If it is indicated as necessary, the nature and duration of the accommodation must be identified.

Employees who are **habitually absent** or demonstrate a pattern of absenteeism **may be required to provide a physician’s note to justify their absences, regardless of duration**. This may mean having to provide a physician’s note to justify a single absence from work; in the event the District requires a physician’s certificate for any absence less than three (3) days in duration, the District will pay any related co-pay or other amount associated with obtaining such a note.

Any employee who fails to report to work for five (5) consecutive work days without notice to his/her supervisor will be assumed to have abandoned the job. In such case, the

employee will be recommended for termination.

### **Aesop Substitute/Attendance System Used for Absence Reporting**

The Rockdale School District uses an automated service that greatly simplifies and streamlines the process of recording absences and finding substitutes. This service is called AESOP (Automated Educational Substitute Operator). Please take note that all Rockdale School District employees are required to use the Aesop substitute/absence system to record all of their absences from work.

The Aesop service is available to you 24 hours a day, seven days a week. You may interact with the system either on the Internet at <http://www.aesoponline.com>, or by way of a toll free automated phone line (1-800-942-3767).

In most instances, employees are expected to enter their own absences on AESOP **with as much advance notice, prior to the actual occurrence as possible, to increase the likelihood of obtaining substitute coverage.**

In the rare situation when an emergency arises, please:

- 1) email the principal and secretary immediately with the reason for the late absence, the absence reason, ie: sick, and the duration of the absence; am, pm, full day.
- 2) include any other important details of the absence required; i.e.: if a sub is not required for any part of the day, where lesson plans can be found, etc.

Employees will be able to access information about time off accumulations from the Aesop system. The Aesop system can inform you of your time off balances as of the day and time of your log in.

To check your paid leave balances, go to [www.aesoponline.com](http://www.aesoponline.com). Log on with your ID and PIN numbers. On the home page, go to the link "Absence Reason Balances" and you will see how many sick and personal days you have remaining for the current school year.

Teachers are to use the Aesop system to make arrangements for substitutes when they are absent from work.

### **Tobacco Use**

105 ILCS 5/10-20.5b prohibits the use of tobacco products on school property at all times, including outside of school buildings or before or after the regular school day or on days when school is not in session.

The use of any form of tobacco on District properties, including while sitting in vehicles located on District properties, is expressly prohibited. Tobacco products are defined as cigarettes, cigars, smokeless, cut shredded, ground, powdered, compressed or leaf tobacco that is to be placed in the mouth with or without smoking.

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

All District workplaces are drug and alcohol free. All employees are prohibited from 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. In addition, all employees are prohibited from distribution, consumption, use, possession or being under the influence of alcohol while on District premises or while performing work for the District.

A controlled substance is one that is:

- Not legally obtainable,
- Being used in a manner different than prescribed,
- Legally obtainable, but has not been legally obtained, or
- Referenced in federal or State controlled substance acts and/or laws.

Employees are required to notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on District premises or while performing work for the District, no later than 5 calendar days after such a conviction.

Prescription drugs lawfully and appropriately prescribed by the employee's physician may be taken during work hours out of sight by students. The employee must notify his or her supervisor if the use of properly prescribed drugs could affect the employee's work performance. Abuse of prescription drugs will not be tolerated.

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.

### **The Family and Medical Leave Act (FMLA) (Board Policy 5:185)**

A. Definitions as used in this section:

1. "Eligible Employee" means an Employee who has been employed by the District for at least twelve (12) months.
2. Other terms shall be defined as stated in the Family and Medical Leave Act

and rules and regulations as promulgated by the United States Department of Labor.

B. Leaves

Eligible Employees may be required to substitute accrued paid leave for unpaid FMLA leave. Eligible Employees may use up to twelve (12) weeks of unpaid FMLA leave for one or more of the following reasons:

1. the birth of a child;
2. the placement of a child for adoption or foster care;
3. to care for a spouse, son, daughter, or parent who has serious conditions;  
and
4. a serious health condition that makes the employee unable to perform his/her job;
5. any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty; and
6. to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member (military caregiver leave, up to 26 weeks per year).

C. Notification

When the need to utilize FMLA leave is foreseeable, Eligible Employees must provide notice to the Superintendent of the need to utilize FMLA leave at least thirty (30) days before the leave is to begin. In any case in which the necessity for leave under subparagraph B.1 .or B.2.is based upon an expected birth or placement, the Board prefers that Eligible Employees provide the Superintendent notice at least 60 days before the date the leave is to begin, of the Eligible Employee's intention to take leave under such subparagraph. When the need to utilize FMLA leave is not foreseeable, Eligible Employees must provide notice to the Superintendent as soon as practicable.

**Workplace Harassment Prohibited**

The School District expects the workplace environment to be productive, respectful and free of unlawful harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability or other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is also prohibited by Board policy 7:20, *Harassment of Students Prohibited*.

**Sexual Harassment Prohibited**

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.

### **Making a Complaint; Enforcement**

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

Employees should immediately report all claims of harassment, including sexual harassment, to the Nondiscrimination Coordinator, use Board policy 2:260, *Uniform Grievance Procedure*, and/or contact his or her building principal. Employees may choose to report to a person of the employee's same sex. Absent willful, false reporting, initiating a complaint of harassment shall not adversely affect the complainant's employment, compensation, or work assignments in any way. Retaliation for initiating a good faith complaint of harassment is strictly prohibited.

Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses and evidence are available.

### **Whom to Contact with a Report or Complaint**

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

*Nondiscrimination Coordinator:* Paul Schrik, Superintendent, 815-725-5321 Ext. 248.  
*Complaint Manager:* Jeffrey Peterson, Principal, 815-725-5321 Ext. 223.

## **Uniform Grievance Procedure**

Employees who believe that there has been a violation of a provision of the Collective Bargaining Agreement should pursue their claim under the grievance procedure found in the Collective Bargaining Agreement.

Students, parents, guardians, employees, or community members subject to the limitations indicated below, should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq.
5. Title VI of the Civil Rights Act, 42 U.S.C. 2000d et seq.
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. 2000e et seq.
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972 limited to claims by District students and employees);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children; or
9. Curriculum, instructional materials, programs.
10. Victims' Economic Security and Safety Act, 820 ILCS 180
11. Illinois Equal Pay Act of 2003, 820 ILCS 112
12. Provision of services to homeless students
13. Illinois Whistleblower Act, 740 ILCS 174/1 et seq.
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513 and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. 2000ff et seq.
15. Employee Credit Privacy Act, 820 ILCS 70/.

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



**1. Filing a Complaint**

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

**2. Investigation**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness.

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

**3. Decision and Appeal**

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

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. The Board may utilize the services of a hearing officer to conduct the hearing and summarize the evidence for review and consideration by the Board. The Superintendent will assist in locating a hearing officer for this purpose. Within 30 school business days of receipt of the Complainant's appeal by the Complaint Manager, the School Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. The Complainant may appeal

the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of The School Code.

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

### **Appointing Nondiscrimination Coordinator and Complaint Manager**

As noted above, the Superintendent has appointed a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students and others.

### **Communicable and Infectious Diseases (Board Policy 5:40)**

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

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

### **Abused and Neglected Child Reporting**

Any District employee who has reasonable cause to suspect 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 DCFS hotline number is: 1 800 25-ABUSE. The employee shall notify the Superintendent or Building Principal that a report has been made. Any employee hired after July 1, 1986, shall sign a statement to the effect that the employee has knowledge and understanding of the reporting requirements of the Act. Here is some information from DCFS regarding the reporting of suspected child abuse:

#### **WHEN SHOULD I CALL THE HOTLINE?**

You should call the child abuse hotline whenever you believe that a person who is caring for the child, who lives with the child, or who works with or around children has caused injury or harm or put the child at risk of physical injury as defined in the Abused and Neglected Child Reporting Act. Some examples include:

- If you see someone hitting a child with an object.
- If you see marks on a child's body that do not appear to have been caused by accident.
- If a child tells you that he or she has been harmed by someone.
- If a child appears to be undernourished, is dressed inappropriately for the weather, or is young and has been left alone.

These are just a few situations when you should call the hotline. That is, they do not represent the only situations when a call is necessary. Use your own judgment and call the hotline whenever you think a child has been abused or neglected.

### **WHAT SHOULD I REPORT?**

Hotline staff are social workers with special training in determining what constitutes child abuse and neglect under Illinois law. Details are important. Ideally, you should be able to tell the Hotline worker:

- The child's name, address and age.
- The nature of the suspected abuse or neglect, including when and where it occurred.
- The names of suspected perpetrators and their relationship to the child (parent, teacher, etc.).
- Any other information you think may help.

### **WHAT HAPPENS WHEN I CALL THE HOTLINE?**

When you call, a hotline social worker will listen to what you wish to report. The worker will then ask questions to help gather enough information to determine whether to take a formal report. If there is not enough information to make a report, the worker will tell you so and answer any questions you may have. If a formal report is taken, a child protection investigator will begin the investigation within 24 hours -- much sooner if the child is considered in immediate risk of harm.

### **HOW AM I PROTECTED?**

People who report alleged child abuse or neglect in good faith cannot be held liable for damages under criminal or civil law. In addition, their names are not given to the person they name as the abuser or to anyone else unless ordered by a hearing officer or judge. Members of the general public may make reports without giving their names.

### **SHOULD I CALL THE POLICE?**

Always call the child abuse hotline. However, you should also consider calling the police -- especially in emergencies or when the child has been injured. Employees should discuss the situation with their immediate supervisor and/or building principal.

### **Bringing Children to Work**

To maintain a professional working environment, employees are not to bring their children to work at any time during the work day if the purpose for bringing a child to work is to provide child care or supervision for the child because other arrangements have failed. If a child is brought to work, it must be done with the prior knowledge and permission of both the employee's immediate supervisor and/or building principal.

### **Change of Address, Change in Phone Number, Change of Name, and Change of Email Address (due to change of name)**

An employee who has a change in their name, address and/or phone number needs to communicate this to the Superintendent's Administrative Assistant.

### **Copyright for Publication or Sale of Instructional Materials and Computer Programs.**

#### ***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 designee whenever the staff member is uncertain about whether using or copying material complies with the District's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.

### **Release of Credit Information**

Because it is public information, the School District will confirm whether an employee is employed by the Board of Education. When asked for credit information purposes, an employee must sign a release for the District to disclose information about wage information.

### **Telephone/Cell Phone Usage**

A large percentage of School District business is transacted by telephone. The telephone equipment in the District's buildings is provided for the purpose of providing service to our parents, community and to otherwise transact school business. Therefore, employees must limit personal phone calls, text messages and/or social media use to an absolute minimum number or amount.

Personal calls are only to be made in case of absolute necessity or emergency. If non-emergency personal calls must be made, employees are to arrange to make them during breaks or lunch periods.

The use of cellular phones and other electronic signaling devices by staff members can be distracting and is not conducive to the learning environment. In general, the use of cellular phones or social media by employees is not permitted on school grounds during working hours except for the following reasons:

- The employee is on a regularly scheduled break period and is not present in a classroom, hallway or any location where students may be present,
- Emergency situations involving the school, staff members or students,
- District issued two-way radios or phones which are being used exclusively for communication between staff members or for district business.

It is expected that all cellular phones or electronic devices are stored in an inconspicuous location during the school day. The devices should be turned off during the regular school day unless the staff members is granted permission to leave them on by the building principal.

To maintain the appropriate level of professionalism, employees are not to engage in texting, instant messaging, social media communications or the like with students, except

under appropriate circumstances pre-approved by and/or discussed with their immediate supervisor.

### **Fundraising/Handling Money**

No employee will collect money from students for the purpose of fundraising without prior written approval of their immediate supervisor. Please consult your building supervisor concerning procedures related to handling money for events such as field trips, book fairs, lunch money, etc.,

### **Expense Reimbursement**

Pursuant to Board of Education Policy 5:60, which governs the issue of expenses, the District will reimburse employees for **pre-approved** expenses related to performance of their duties, such as travel expenses and expenses for material purchases made if the purchase is pre-approved by the employee's immediate supervisor prior to any purchases. Employees may not be reimbursed in full for expenses that exceed the pre-approved amount.

Receipt must be submitted for all material purchases. Due to the district's tax exempt status, sales tax is not a reimbursable expense.

Employees must submit a signed travel expense form showing the amount of actual expenses. All receipts must be attached to the travel expense form for the reimbursement request to be processed.

Reimbursement requests could take up to 45 working days for the request to be processed to conclusion. All forms pertaining to this topic can be found on the Business Office website.

### **Overtime Compensation**

**All overtime work must be pre-approved by a non-exempt employee's supervisor.** Section 7.5 of the Support Staff Labor Agreement provides that hourly employees will be compensated at the rate of one and one-half (1-1/2) times the normal rate of pay for all work over and above forty (40) hours per week. Vacation and personal time will be counted toward the forty (40) hours "worked" per week to qualify for overtime, but sick leave will not be counted.

Hourly employees not included in the bargaining unit will be paid overtime at the rate of one and one-half time the normal rate of pay as described in the preceding paragraph.

The failure to have overtime hours pre-approved as described above may result in disciplinary action being taken against the employee.

## **Payday**

Employees are paid biweekly on Friday. Should a biweekly pay date fall on a bank holiday, employees will be paid the day before the holiday. Direct deposit is available for all employees and is the district's preferred method to disburse employee earnings.

## **Payroll Deductions**

Mandatory deductions will be made from each employee's gross wages: e.g., applicable State and federal taxes and retirement contributions.

Every employee must fill out and sign a federal withholding allowance certificate, IRS Form W-4, on or before his or her first day on the job. This form must be completed in accordance with federal regulations. The employee must complete a replacement W-4 any time his or her circumstances change. If an employee did not pay federal income tax for the preceding year and expects not to pay income tax for the current year, he or she may complete an Exemption for Withholding Certificate, IRS Form W-4E. Employees are expected to comply with the instructions on Form W-4. Questions regarding the propriety of claimed deductions may be referred to the IRS.

Other optional deductions include the portion of group health insurance not paid by the District and other voluntary contributions, such as credit union, union dues, tax sheltered annuities or charitable contributions.

## **Workers' Compensation**

### **Purpose**

Workers' compensation is a no-fault system of benefits paid by employers to workers who experience work-related injuries or diseases. The following procedures are in place to ensure all work-related injuries and illnesses are reported correctly and in a timely manner and that affected employees receive the treatment and benefits they are entitled to under the Illinois Workers' Compensation Act.

### **Employee Responsibility**

- Report work related injury or illness to your building administrator or direct supervisor immediately.
- In the case of an emergency, seek medical attention immediately.
- Complete the Employee Report of Injury and submit it to your building administrator.
- If you seek medical attention provide a work status note from the doctor indicating that you are cleared to return to work or that you are unable to return to work.
- Report any change in work status to your building administrator or supervisor and benefits coordinator immediately.

### **Administration Responsibility**

- After the employee submits the Employee Report of Injury (unless they are not able to do so because of a serious injury) complete Form 45: Employer's First Report of Injury.
- If the employee seeks or plans to seek medical treatment, have them complete the Medical Authorization.
- Submit the Employee Report of Injury, Form 45-Employer's Report of Injury and Medical Authorization, if applicable, to the benefits coordinator at the District Office within 24 hours of the accident being reported.
- Perform an accident investigation to determine the root cause (s) associated with the injury or illness. Take photos or provide surveillance video if applicable.
- Implement progressive disciplinary action, if root cause is determined to be the result of the employee's engagement in unsafe work practices for which the employee has been trained and such training is documented.
- Submit the completed Supervisor's Accident Investigation Report upon completion of the investigation.

### **Insurance: Medical, Dental, Life and Flexible Spending Accounts**

Insurance benefits are provided to eligible employees in accordance with insurance section of the Collective Bargaining Agreement. Rates and plan information are distributed annually.

### **Health Benefits Continuation (COBRA)**

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified dependents the opportunity to continue health insurance coverage under the district's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment or death of an employee, a reduction in an employee's hours or unpaid leave of absence, an employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the District's group rates plus an administration fee. The third party administrator of the District's insurance plan provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the company's health insurance plan. The notice contains important information about the employee's rights and obligations.

### **Illinois Pension Benefits**

Illinois Municipal Retirement Fund (IMRF) benefits are provided to all non-licensed support staff working 600 or more hours in a 12-month period. Benefits include: retirement benefits, disability benefits and death benefits.



For more information about IMRF, please go to <http://www.imrf.org> or call 1 800 275 4673.

The Illinois Teacher Retirement System (TRS) covers all full-time, part-time and substitute Illinois public school personnel employed outside the city of Chicago in positions requiring licensure by the Illinois State Board of Education. A member is eligible to receive a monthly retirement annuity when he or she terminates active service covered by TRS and meets TRS age and service requirements.

TRS offers occupational and nonoccupational temporary disability benefits to eligible members.

For more information about TRS, look at <http://www.trs.illinois.gov> or call 1 800 877 7896.

### **Access to Personnel Files**

All personnel files maintained in the District Office are private and confidential. Except as provided below, no person (other than the employee accessing his or her own file) shall be permitted access to these files.

Only the following individuals will be permitted any access to the personnel files:

- staff of the Department of Human Resources
- staff of the Business Department
- Superintendent or designee
- Attorneys for the District
- Those persons required by law

The access to and use of personnel files is governed by current federal and State regulations pertaining to the confidentiality of personnel records. Upon reasonable notice to the District Office, employees may review their personnel records. The District Office may require written notice of a request to review the records. Employees may copy or receive a copy of their personnel records information. The employer may charge a fee for providing copies not to exceed the cost of making the copies.

### **Sick Leave**

Sick leave is defined in the Collective Bargaining Agreement. The District reserves the right to require a physician's statement as to the seriousness of the illness and the fitness of the employee to return to his or her duties

### **Personal Business Leave**

Personal leave is defined in the Collective Bargaining Agreement. Except in cases of emergency, that the employee shall explain, a personal leave request is to be submitted

one (1) week prior to the time being taken. Personal leave is subject to approval by an employee's immediate supervisor.

### **Religious Holidays**

Supervisors shall grant an employee's request for time off to observe a religious holiday if the employee gives at least five (5) days prior notice. Employees will use earned vacation time or personal leave for the absence. If no such time is available, unpaid Allowed Leave will be considered.

### **Leaves of Absence**

Various leaves of absence are provided by the Collective Bargaining Agreement. Employees are directed to consult the same for the leave provisions available.

### **Administrative Procedure - Acceptable Use of Electronic Networks (Board Policy 6:235)**

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### **Curriculum and Appropriate Online Behavior**

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.

### **Acceptable Use**

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the

District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, Acceptable Use of the District's Electronic Networks, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### **Internet Safety**

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are:(1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

### **Authorization for Electronic Network Access**

Each staff member must sign the Authorization for Access to the District's Electronic Networks as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the District's administrative procedure, Acceptable Use of the District's Electronic Networks, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.