



# **CRETE-MONEE SCHOOL DISTRICT 201-U**

**Employee Handbook  
2016-2017**

**OUR MOST  
VALUABLE ASSET  
IS OUR  
EMPLOYEES.**

## Table of Contents

Introduction .....	3
Equal Opportunity.....	7
<b>Policies Regarding Employment.....</b>	<b>7</b>
Employee Orientation Program .....	7
Immigration Law Compliance .....	7
Background Checks .....	7
Criminal Convictions .....	7
Employment Classifications .....	8
Schedules and Employment Year .....	9
Collective Bargaining Agreements .....	10
Initial Contact and Interviews .....	10
Selecting and Appointing Applicants .....	10
Position Descriptions .....	10
Posting of Positions .....	11
Transfers.....	11
<b>General Policies and Procedures .....</b>	<b>11</b>
Professional Standards of Conduct.....	11
Illinois Governmental Ethics Act Requirement.....	14
Illinois Gift Ban Act.....	15
Prohibited Political Activities .....	16
Sexual Harassment.....	17
Attendance and Punctuality.....	18
Smoke-Free Environment .....	18
Drug and Alcohol Policy.....	19
Communicable and Chronic Infectious Disease .....	19
Abused and Neglected Child Reporting .....	20
Outside Employment and Conflict of Interest.....	20
Bringing Children to Work .....	20
Copyright for Publication or Sale of Instructional Materials .....	21
Release of Credit Information .....	21
Telephone Use.....	21
Cellular Phone and Electronic Signaling Device Use .....	21
Dress Guidelines.....	22
Fundraising.....	22
Seeking Grants and Accepting Donations .....	23
Petitions .....	23
Entering Into Contractual Agreements .....	23
Employee Safety .....	23
Injured on the Job .....	24
Access to Personnel Files .....	25
Payday.....	25
Payroll Deductions.....	25
Overtime Compensation.....	26
Employee Recognition .....	26
Discontinuance of Employment .....	26
Uniform Grievance Procedure (Staff).....	27
<b>Employee Benefits .....</b>	<b>28</b>
Medical and Dental Insurance .....	28
Health Benefits Continuation (COBRA).....	29
Life Insurance.....	29
Workers' Compensation Insurance.....	29
Tuition Reimbursement (teachers only) .....	30
Retirement Benefits .....	30

<b>Employee Amenities .....</b>	<b>30</b>
Employee Assistance Program .....	30
Credit Unions.....	31
Tax Shelter Annuities .....	31
Expense Reimbursement .....	32
Break Room .....	33
Unused Vacation Days .....	33
Flex-Hours and Job Sharing .....	33
<b>Employee Leaves .....</b>	<b>34</b>
Sick Leave.....	34
Personal Business Leave.....	34
Bereavement Leave .....	35
Religious Holidays .....	35
School Visitation Leave.....	35
Unpaid Leave of Absence .....	35
Family and Medical Leave of Absence .....	35
Leave for Military Service and General Assembly.....	38
Jury Duty.....	40
Leaves for Victims of Domestic or Sexual Violence .....	40
<b>E-Policies .....</b>	<b>41</b>
District E-Policy.....	41
User Responsibilities.....	42
E-mail.....	44
Management Access to Technology Resources .....	45
Communicating Electronically with Students.....	47
<b>Policies Exclusive to Non-Teaching Personnel.....</b>	<b>49</b>
Performance Review and Salary Increases.....	49
Employee Performance .....	51
Positive Progressive Discipline.....	52
Breaks .....	55
Timekeeping .....	55
Compensatory Time Off .....	55
Sick Days, Vacation, Holiday, and Leaves .....	56
Adjustment and Retirement Counseling .....	58
General Benefits for Support Personnel .....	59
<b>Acknowledging Receipt of Policy Manual and the Review of District’s Professional Standards of Conduct.....</b>	<b>61</b>

## Introduction

The policies and procedures in this manual are not intended to be contractual commitments by Crete-Monee School District 201-U and employees shall not construe them as such.

The policies and procedures are intended to be guidelines for management and are merely descriptions of suggested procedures to follow. Crete-Monee School District 201-U reserves the right to revoke, change or supplement these guidelines at any time without notice.

Where collective bargaining agreements contain provisions covering the topics in this handbook, the language of the collective bargaining agreement will supersede the language of the handbook.



## Employee Handbook Changes

Old Language	Pg No.	New Language	Pg No.
	NA	<i>Added a page at the front of the employee handbook that states all of the changes made to the handbook for 2016-2017</i>	NA
	NA	<i>Update the footer to 2016-2017</i>	NA
All job-related injuries or illnesses are to be reported to your supervisor immediately. In the case of serious injury, an employee’s reporting obligation will be deferred until circumstances reasonably permit a report to be made.	26	All workplace injuries are to be promptly reported to Company Nurse at 1-855-921-9518 and your immediate supervisor. You will provide Company Nurse the Employer Name (Crete-Monee School District) and the Search Code (CLIC).	24
<p>If an employee discontinues their employment with the district for any reason, an exit interview is required prior to the employee departing from the district. This interview could take place at any time prior to the employee leaving the district but normally should take place within two weeks of the employees’ last date of employment. At the interview, the immediate supervisor should attain from the employee any records, information, materials, equipment, keys, I.D. cards, or any other property belonging to the district.</p> <p>This information will be used to continue our quest to improve our services and the working environment of our employees. The district will use every legal method available to them to pursue the recovery of district property if employees do not return district property once employment with the district has ceased.</p>	28	<p>If an employee chooses to discontinue their employment with the District for any reason, they are to submit a letter of resignation to their immediate supervisor with a copy to the Human Resources Department.</p> <p>Employees are expected to give a minimum of two (2) week’s notice prior to the final work day. Failure to provide the expected notice may result in recommendation to the Regional Office of Education to place a professional license in suspension.</p> <p>In addition, an exit interview is required prior to the employee departing from the district. This interview could take place at any time prior to the employee leaving the district but normally should take place within two weeks of the employees’ last date of employment. At the interview, the immediate supervisor should attain from the employee any records, information, materials, equipment, keys, I.D. cards, or any other property belonging to the District.</p> <p>This information will be used to continue our quest to improve our services and the working environment of our employees. The District will use every legal method available to them to pursue the recovery of district property if employees do not return district property once employment with the district has ceased.</p>	

		<p>The District does not currently allow for the accrual of compensatory time. Employees working more than 40 hours per week are paid overtime for time worked and do not accrue compensatory time. However, in the event administration chooses to offer compensatory time as an option, it must be approved by the supervisor and the Assistant Superintendent of Human Resources prior to being earned and will be subject to the following regulations and procedures.</p>	

## Equal Opportunity

Equal Opportunity is Crete-Monee School District 201-U's policy. It is our policy to select the best qualified person for each position in the organization.

No employee of the District will discriminate against an applicant for employment or a fellow employee because of race, creed, color, religion, gender, sexual orientation, national origin, ancestry, age, or other physical or mental disability. No employee of the company will discriminate against any applicant or fellow employee because of the person's veteran status.

This policy applies to all employment practices and personnel actions including advertising, recruitment, testing, screening, hiring, selection for training, upgrading, transfer, demotion, layoff, termination, rates of pay, and other forms of compensation or overtime.

Crete-Monee School District 201-U has adopted an affirmative action policy which essentially means that the District will aggressively seek out, hire, develop, and promote qualified members of protected groups — defined as racial minorities, women, physically or mentally disabled, disabled veterans, veterans of the armed services, and persons of age 40 and over.

## Policies Regarding Employment

---

### Employee Orientation Program

As a condition of employment all employees must participate in a district orientation program customized to their employee group. Details concerning the dates of this orientation will be given to all future employees at the time of hiring.

### Immigration Law Compliance

Crete-Monee School District 201-U does not hire anyone that is not a citizen of the United States, nor is not a non-citizen that is authorized to work in the U.S. under the Immigration Reform and Control Act of 1986. As a condition of employment, all new and current employees must show valid proof that they are eligible to work in the United States.

### Background Checks

Crete-Monee School District 201-U desires to provide its staff with a reasonably safe and secure environment. It is required by law that the district screen persons for positions on the basis of specific criminal conviction records that by law prohibit an individual's employment or raise a reasonable doubt as to an individual's fitness for a particular position. All newly hired regular and temporary staff assuming positions in Crete-Monee School District 201-U as well as volunteers and chaperones working with students will be subject to fingerprinting and a background check.

### Criminal Convictions

Crete-Monee School District 201-U reserves the right not to hire or retain anyone who has been



convicted of a criminal offense or who falsifies or omits facts from his/her employment application or other employment documents. Conviction of a crime that involves dishonesty may result in an automatic termination of employment. Before any decision is made, the nature of the crime and circumstances surrounding the conviction will be considered. Crete-Monee School District 201-U may not hire and must terminate any individual convicted of one of the enumerated offenses in 105 ILCS 5/10-21.9.

## Employment Classifications

There are five classifications of employees:

### Regular Full-time

An employee who works a normal 37½-40 hour work week on a regularly scheduled basis is considered a Regular Full-time employee. **Probationary** (*not applicable to employees under contractual bargaining agreements*) The first six months of employment for any regular full-time or regular part-time employee shall be considered a probationary period of employment. Three appraisals will take place in this six month period at the following intervals: 30 days, 90 days, and 180 days. If the employee has sufficiently met the performance standards of their job description, permanent employment with the district will be offered. If an employee has not sufficiently met the performance standards of their job description within the six month probationary period, that employee will be dismissed from their job.

### Regular Part-time

An employee who works less than 600 hours per year or less than a normal work week on a regularly scheduled basis is considered a part-time employee.

### Temporary

An employee hired for a period not exceeding three months and/or 600 hours who is not entitled to regular benefits. An extension of a temporary work classification for an additional three month period, or less, may be granted, if upon review by administration, the assignment is clearly found to be necessary. A temporary employee may be full-time or part-time. In addition to the use of this classification for secretarial or clerical positions, it applies to students working part-time and those who work during the summer.

All employees are classified as exempt and non-exempt according to these definitions:

### Salaried Exempt

Positions of a managerial, administrative, or professional nature, as prescribed by federal and state labor statutes, which are exempt from mandatory, overtime payments.

### Hourly Non-Exempt

Hourly non-exempt positions are of a clerical, technical, or service nature, as defined by statute, which are covered by provisions for overtime payments.

## **Schedules and Employment Year**

The following work schedule rules apply to all hourly, non-exempt employees, who are not covered by a District collective bargaining agreement:

A regular full time assignment is a 8.5 hour work day. The District provides a 30 minute, unpaid, duty free lunch and 30 minutes of break time for employees that work 7.5 continuous hours or longer. Break time must be used within the first 5 hours of the employees work day. Unused break time cannot be applied towards shortening the work day or to increase comp time or overtime. All comp time or overtime must be pre-approved by the employee's supervisor before the work is completed. Starting work before the scheduled start time or ending work after the scheduled end time must be entered and approved via the True Time adjustment and approval process.

### **Twelve-Month Employees**

Twelve-Month employees work daily (Monday through Friday) except holidays and earn 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 descriptions.

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

### **Eleven-Month Employees**

Eleven-Month employees will work August through June, following the school calendar for holidays. During the school year there may occur certain modifications subject to the needs of the district as determined by the Superintendent.

### **Ten-Month Employees**

Ten-Month employees return to work the first week of August and work five days after the last school day. This may or may not include the latter part of July. On days when school sessions are cancelled due to emergency situations and certificated personnel are not required to report for work, ten-month employees will not be required to work. School secretary's' who work up to 40-hours per week, depending upon the classification and the needs of the district; will follow the individual time schedule developed by the building principal. During the school calendar year there may be an occurrence of certain modifications of the school secretaries' work schedule, subject to building needs as determined by the building principal.

### **Nine-Month 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 or by collective bargaining agreement.

## **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 their regular work day in order to accomplish such tasks when necessary.

No additional remuneration shall be provided for such work.

## **Collective Bargaining Agreements**

The Board of Education recognizes the Crete-Monee Education Association as the exclusive bargaining agent for all certified teaching personnel (Article 1.1).

The Board of Education recognizes the Association of Crete-Monee Employees as the exclusive bargaining agent for all teacher aides, health aides, library/media center aides, in-school suspension supervisors, study hall supervisors, medical and records technician, non-certification school nurse, food service staff, school building secretaries and administrative assistants, security staff, custodians, clerks, and bookkeeper-payroll positions (Article 1.1).

The information contained in this handbook does not represent any contractual right or agreement.

## **Initial Contact and Interviews**

1. Initial contact and appointments for interviews may be set by the Office of Human Resources, the building principal, or other appropriate administrator as authorized by the Office of Human Resources.
2. Candidates will be interviewed by the Office of Human Resources, the building principal, or other appropriate administrator as coordinated through the Office of Human Resources.

## **Selecting and Appointing Applicants**

1. Candidates selected for employment shall meet all applicable district and state requirements and be recommended by the Assistant Superintendent of Human Resources to the Board of Education.
2. A candidate recommended to the Board should be professionally prepared, fully qualified, and competent or show promise of competency in the area for which they are employed.
3. Each and every person connected with Crete-Monee School District on a paid, voluntary, or elected basis is an important member of a large team, whose sole purpose is to provide education for the youth of the district.

## **Position Descriptions**

1. The Office of Human Resources will provide job descriptions for full-time positions which occur within the district.

2. The job descriptions shall include training and experience requirements in addition to the job requirements of the employee.

## Posting of Positions

Certificated or support personnel openings in the district shall be posted in the Administration Building and in each district school and ads placed in local newspapers, and our local website [www.cm201u.org](http://www.cm201u.org) as appropriate.

## Transfers

1. Employees within the district may request transfers to other buildings in the district. Transfers from building to building must be recommended by the Office of Human Resources and approved by the Superintendent. Requests should be made in writing and sent to the Office of Human Resources.
2. Employees may be transferred to other buildings (according to collective bargaining agreement if applicable) upon supervisory requests/recommendations to meet employment needs of the district including increase/decrease of staff.

## General Policies and Procedures

---

### Professional Standards of Conduct

#### Purpose

The Crete-Monee School District Board of Education has adopted the following Professional Standards of Conduct to apply to the District's officers, managers and employees. These standards 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. It is intended to foster a culture of honesty and accountability, deter unethical behavior and promote fair and accurate disclosure and reporting.

#### Introduction

Each officer, manager and employee is expected to adhere to a high standard of ethical conduct. The good name of the Crete-Monee School District 201-U depends on the way officers, managers and employees conduct business and public perceptions of that conduct. Unethical actions are not acceptable. Officers, managers and employees are expected to be guided by the following Standards of Conduct in carrying out their responsibilities:

#### Standards of Conduct

**Standard 1: Legal Compliance** - An employee shall abide by federal, state, and local laws and statutes. Unethical conduct includes but is not limited to the commission or conviction of a felony or of any crime involving moral turpitude; of any other criminal offense involving the manufacture, distribution, trafficking, sale, or possession of a controlled substance.

**Standard 2: Conduct with Students** - An employee shall always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes but is not limited to:

1. Committing any act of child abuse, including physical and verbal abuse;
2. Committing any sexual act with a student or soliciting such from a student;
3. Engaging in or permitting harassment of or misconduct toward a student that would violate a state or federal law;
4. Soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student;
5. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student; or
6. Failing to prevent the use of alcohol or illegal or unauthorized drugs by students who are under the educator's supervision (including but not limited to at the educator's residence or any other private setting).

**Standard 3: Alcohol or Drugs** - An employee shall refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical conduct includes but is not limited to:

1. Being on school premises or at a school-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and
2. Being on school premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum i.e. Foreign Language trips, etc).

**Standard 4: Honesty** - An employee shall exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to, falsifying, misrepresenting or omitting:

1. Job employment qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history;
2. Information submitted to federal, state, local school districts and other governmental agencies;
3. Information regarding the evaluation of students and/or personnel;
4. Reasons for absences or leaves;
5. Information submitted in the course of an official inquiry/investigation; and
6. Information submitted in the course of professional practice.

**Standard 5: Public Funds and Property** - An employee entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:

1. Failing to account for funds collected from students or parents;
2. Submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent or purchased degrees, documents, or coursework);
3. Co-mingling public or school-related funds with personal funds or checking accounts;
4. Unauthorized use of school/district funds or school/district property; and
5. The taking or selling of district educational materials or equipment.

**Standard 6: Remunerative Conduct** - An employee shall maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:

1. Soliciting students or parents of students to purchase equipment, supplies, or services from an employee or to participate in activities that financially benefit the employee unless approved by the local board of education or authorized designee;
2. Accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest (please reference the “Gift Ban Act” in Employee Handbook).
3. Tutoring students for remuneration, on district property, unless approved by the local board of education or authorized designee; and
4. Coaching, instructing, promoting athletic camps, summer leagues, or camps, on district property, that involves students in our district and from whom the employee receives remuneration unless approved by the local board of education or authorized designee. These types of activities must also be in compliance with all rules and regulations of the Illinois High School Association and/or the Illinois Elementary School Association.

**Standard 7: Confidential Information** - An educator shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes but is not limited to:

1. Sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;
2. Sharing of confidential information restricted by state or federal law;
3. Violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, or violating local school system or state directions for the use of tests or test items.

**Standard 8: Political Activities** - An employee will not engage in prohibited political activities during any time in which they are being compensated to perform the job for which they have been hired by District 201-U (please reference the “Prohibited Political Activities” section in the Employee Handbook).

**Standard 9: Sexual Harassment** - Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any actions of this nature exhibited toward students or staff is prohibited and deemed as inappropriate, unethical, illegal and unacceptable (please reference the “Sexual Harassment” section in the Employee Handbook).

These nine standards will be reviewed with each employee in an annual meeting with the employee’s immediate supervisor or another district administrator to satisfy Illinois State Law (PA 96-0431) which requires ethics training to be conducted by school districts at least every two years. The review of these standards each year and allowing employees to ask questions or discuss the matters addressed in these standards will constitute our annual ethics training for each employee. The purpose of ethics training is to review with employees the expectations and proper behavior of professionals in the work place.

These nine standards are designed to articulate professional standards of conduct and to provide guidance so that the health, safety, and welfare of all students and employees is maintained and protected. 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.

### **Compliance with the Professional Standards of Conduct**

If you know of or suspect a violation of applicable laws, rules or regulations of these standards, you must immediately report that information to any of the officers of the school district. No one will be subject to retaliation because of a good faith report of a suspected violation. Violations of these standards may result in disciplinary action, up to and including termination. The Board of Education shall determine, or shall designate appropriate persons to determine, appropriate action in response to violations of these standards.

## **Illinois Governmental Ethics Act Requirement**

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 negotiation 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 chief school business official endorsement

The Ethics Advisor shall be the Chief School Business Official, unless designated otherwise by the Superintendent. The Ethics Advisor shall serve as a resource to employees and Board members regarding this policy. The Ethics Advisor’s duties shall include:

1. Reviewing statements of economic interest and disclosure forms of any Crete-Monee School District 201-U employee or Board of Education member required to file such documents, prior to filing with the Secretary of the State of Illinois; and
2. Providing guidance to Crete-Monee School District 201-U employees and the Board of Education members regarding the interpretation and implementation of the State Gift Ban Act and compliance with state ethics laws.

The Superintendent shall appoint a three-member Ethics Commission as soon as possible after a complaint is filed. This commission shall have those powers and duties as described in the State Gift Ban Act for state-level ethics commissions, including the power to investigate complaints. The Commission shall also observe the regulations in the Board Policy.

Anyone believing that this policy is or was violated is encouraged to file a complaint with the Superintendent who will appoint the Commission. The Commission will follow the procedures for handling complaints given the State Gift Ban Act. The Board of Education, the ultimate jurisdictional authority, may take appropriate enforcement action, such as any described in the State Gift Ban Act.

## **Illinois Gift Ban Act**

Illinois law (5 ILCS 430/10-10) prohibits members of the Board of Education, officers and salaried employees of the School District, as well as their spouses and certain immediate family members, from soliciting or accepting certain gifts.

### **Prohibited Gifts**

No employee may solicit or accept any Prohibited Gift. A gift is considered a Prohibited Gift if the person or entity that is offering the gift:

- Is seeking official action by the employee or by any Board member, officer or employee who directs the covered employee.
- Does business or seeks to do business with the employee or any Board member, officer or employee who directs the covered employee.
- Conducts activities regulated by the covered employee or any Board member, officer or employee who directs the covered Employee.
- Has an interest that may be substantially affected by the performance or non-performance of the official duties of the covered employee.
- Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act.

### **Exceptions**

None of the following shall be considered Prohibited Gifts:

- The covered employee pays market value for the item, promptly returns the item, or promptly pays an amount equal to the value of the item to an appropriate charity, or the item is of nominal value—having a cumulative value of less than \$100.00 during any calendar year.
- Food or refreshments not exceeding \$75.00 per person in value on a single calendar day.
- Free attendance to events and other benefits associated with the event that is appropriate to the performance of civic affairs or the employee's official function.
- Food, refreshments, lodging, transportation and other benefits from business or employment activities that are not connected to the duties of the job or office held in District 201-U and if the benefits have not been offered or enhanced because of the official position or employment of the employee in District 201-U and are customarily provided to others in similar circumstances.
- The employee receives an award or prize in a contest open to the public or receives travel benefits, food, refreshments or entertainment in connection with the receipt of an honorary degree.



- Plaques, trophies or other items that is commemorative in nature.
- Product donations from companies for primarily promotional purposes.
- The gift is from an immediate relative (first cousin or closer) of the employee.
- The gift is given on the basis of personal friendship. A gift is not a permitted gift, however, if the covered employee has reason to believe that the gift was provided because of the covered employee's official position. The covered employee should consider the nature of his or her relationship with the gift giver, whether the gift giver personally paid for the gift or sought a tax deduction or business reimbursement for the gift, and whether the gift giver gave similar gifts to other covered employees.
- The employee accepts a contribution lawfully made under Article 9 of the Election Code or benefits from attendance at a fundraiser event sponsored by a political organization.

Employees, upon being hired, are required to sign the Acknowledgement of Crete-Monee School District 201-U's Ban on Gifts Policy form.

## Prohibited Political Activities

The Illinois Compiled Statutes (5 ILCS 430/5-15) addresses prohibited political activities and sets forth certain prohibitions pertaining to government officers and employees.

The definition of an "officer" and "employee" under Section 5-15 includes all elected or appointed officials as well as employees. The Ban on prohibited political activities applies to public school employees.

Section 5-15(a) of the Act provides that an employee shall not intentionally perform any prohibited political activity during any compensated time. The Act goes on to specify no less than fifteen (15) items which constitute prohibited political activity. Prohibited Political Activities include the following:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
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 in connection with a campaign for elective office or on behalf of a political organization for political purposes.
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.

The Act establishes a four-part test to determine if a violation of the Act by an employee has occurred. First, is the person in question an "employee" under the Act? Second, is the prohibited political activity being conducted during "compensated time"? Third, is the activity being conducted intentionally?

## Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical 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, or
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 can take two distinct forms:

1. Quid pro quo harassment occurs when submission to sexual conduct is made a condition of employment or employment benefits.
2. A hostile work environment occurs when sexual conduct unreasonably interferes with an employee's work performance or creates an intimidating, abusive, or offensive work environment.

Sexual harassment includes verbal harassment, such as epithets, derogatory comments, or slurs; physical harassment, such as assault, impeding or blocking movement, or any physical interference with normal work conduct; and visual harassment, such as derogatory posters, cartoons, or drawings.

Incidents of alleged sexual harassment will be taken seriously by Crete-Monee School District 201-U. Follow-up, investigation, and appropriate corrective action will be taken if necessary.

Any individual, who believes he/she is subject to sexual harassment, or believes sexual harassment may be taking place whether or not it directly affects that individual, must report the circumstances as soon as possible to any one of the following: immediate supervisor, or the Office of Human Resources.

When a claim is raised, the Office of Human Resources will prepare a written record of the complainant's factual allegations that the complainant will have an opportunity to review and sign. Complainants are encouraged to prepare their own written notes promptly after such events occur, describing the date, time, and specific actions of the alleged harasser that the complainant considers offensive. The Office of Human Resources has the responsibility of taking the necessary steps for initiating a timely investigation.

It is the intent of Crete-Monee School District 201-U to provide a work environment free from verbal, physical, and visual forms (e.g., signs, posters, or documents) of sexual harassment and an environment free of harassment, intimidation, or coercion in any form. All employees are expected to be sensitive to the individual rights of their co-workers.

## **Attendance and Punctuality**

Punctuality and regular attendance are important to the smooth operation of Crete-Monee School District 201-U. Absences and tardies must be reported to your immediate supervisor or designee as early as possible, but no later than two hours prior to the start of the workday. If you anticipate an absence beyond one day, please notify your supervisor. For 12-month employees who are absent due to weather related reasons, (e.g. a snow day was called to close schools) a determination will be made by the Superintendent as to whether the day will count as a day of work or a school holiday. Once determined, attendance or absences will be treated accordingly.

An employee who is absent for reasons other than those permitted or excused by Crete-Monee School District 201-U's holiday, vacation, or leave policies, or who repeatedly fails to provide notice as required, will be subject to appropriate disciplinary action, up to and including discharge. Any employee who fails to report to work for 10 consecutive days without notice to his/her supervisor will be assumed to have resigned and abandoned the job. In such case, the employee will be terminated, unless prohibited by the terms of a collective bargaining agreement. If an employee uses all allowed leave days, he/she will be docked for days not worked. When dock status is reached, the employee may be asked for documentation for days he/she is absent (including doctor's notes).

A keyless entry system is in each building within the district for the purpose of using the system to establish proper access control and safety of our employees. All building employees will be given a proxy device for entrance to their assigned building. Employees are permitted to leave the building upon following the established sign-out procedure in that building.

Notification and authorization, from an administrator, to leave the building is part of each building's sign out procedures.

## **Smoke-Free Environment**

All Crete-Monee School District 201-U functions will be smoke-free. The use of any form of tobacco on Crete-Monee School District 201-U properties, including vehicles, 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.

The restrictions include the outside of school buildings and outdoor sports activities, before and after regular school hours, and on days when students do not attend.

### **District Action upon Violation of Smoke-Free Policy**

Staff members breaking the rule are subject to the following steps:

- 1st offense – Written warning
- 2nd offense – Suspension; one-day without pay
- 3rd offense – Suspension without pay and possible termination

## **Drug and Alcohol Policy**

Crete-Monee School District 201-U strives to provide a safe work environment and encourages personal health. Concerning this, Crete-Monee School District 201-U considers the abuse of drugs and alcohol on the job to be an unsafe and counterproductive work practice. It is, therefore, Crete-Monee School District 201-U's policy that an employee found under the influence or with the presence of alcohol or illegal drugs in his/her system, in possession of, using, selling, trading, or offering for sale illegal drugs or alcohol during working hours, will be subject to disciplinary action including discharge. (Crete-Monee School District 201-U sponsored activities which may include the service of alcoholic beverages are not included in this provision. Discretion should be exercised by the employee to not overindulge in the consumption of alcohol.) Substance Abuse includes possession, use, purchase, or sale of drugs or alcohol on district premises (including parking lots). It also includes reporting to work under the influence of drugs or alcohol. An employee reporting for work visibly impaired is unable to properly perform required duties and will not be allowed to work. If possible, the supervisor should first seek another supervisor's opinion of the employee's status. The supervisor should then consult privately with the employee who is under observation, to rule out any problems that may have been caused by prescription drugs. If, in the opinion of the supervisor, the employee is considered impaired, the employee should be sent home or to a medical facility by taxi or other safe transportation alternative, depending on the determination of the observed impairment, accompanied by the supervisor or another employee, if necessary. An impaired employee should not be allowed to drive.

Prescription drugs prescribed by the employee's physician may be taken during work hours. The employee should notify the supervisor if the use of properly prescribed drugs will affect the employee's work performance. Abuse of prescription drugs will not be tolerated. It is the responsibility of the supervisor to counsel an employee when changes are seen in performance which might suggest an issue.

## **Communicable and Chronic Infectious Disease**

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

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 job 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.

## **Abused and Neglected Child Reporting**

A district employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Illinois Department of Children and Family Services or cause such a report to be made. The district has procedures in place by which a district social worker or other pupil personnel staff member will follow up on expected abuse or neglect. The employee should notify his/her immediate supervisor or contact the PPS department if they suspect abuse or neglect.

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.

## **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.

## **Bringing Children to Work**

To maintain a professional working environment, the district prohibits employees from bringing 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 knowledge and permission of both the employee's immediate supervisor and the administrators within the department of Human Resources.

## Copyright for Publication or Sale of Instructional Materials

All instructional materials developed by an employee within the scope of employment with Crete-Monee School District 201-U, and in accordance to State and federal laws, shall be classified “works for hire” and are the District’s property.

### Copyright Compliance

While staff members may use appropriate materials, it is each staff member’s responsibility to abide by Crete-Monee School District 201-U’s copyright compliance procedures and to obey copyright laws. No staff member shall, without first obtaining permission of the Superintendent or designee, install or download any program on a District-owned computer. Crete-Monee School District 201-U is not responsible for any violations of the copyright laws by 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 Crete-Monee School District 201-U’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 Crete-Monee School District 201-U staff member to violate copyright laws in order to properly perform his/her duties.

## Release of Credit Information

Crete-Monee School District 201-U will only confirm employment when requested for credit information about a District employee. An employee requesting the release of employment, salary, and/or wage information must do so in writing.

## Telephone Use

A large percentage of Crete-Monee School District 201-U business is transacted by telephone. The telephone equipment is provided for the purpose of providing service to our parents and community. Therefore, it is necessary to limit your personal phone calls to an absolute minimum number.

Personal calls should only be made in case of absolute necessity or emergency. If non-emergency personal calls must be made, please arrange to make them during your break or lunch period.

District telephones should not be moved by employees from one room or location to another without the authorization of the Technology Department.

## Cellular Phone and Electronic Signaling Device Use

The Board of Education finds that the use of cellular phones and other electronic signaling devices by staff members can be distracting and is not conducive to the learning environment. Therefore, use of cellular phones by all staff members is prohibited on school grounds during working hours except for the following reasons:

- (a) 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;
- (b) Emergency situations involving the school, staff members or students;

- (c) District issued two-way radios or phones which are used exclusively for communication between staff members or for district business.

Furthermore, all cellular phones or electronic devices must be stored in an inconspicuous location during the school day. The devices must be turned **off** during the regular school day unless the staff member is granted specific permission to leave them on by the building principal.

## Dress Guidelines

*(not applicable for staff that is required to wear a uniform)*

Crete-Monee School District wishes to cultivate a work environment that exemplifies respect and professionalism. Your appearance should reflect not only good taste and good hygiene, but also your status as a school district professional.

### Guidelines:

- Skirts should be no shorter than 4 inches above mid-knee.
- No cleavage should show.
- No form-fitting shirts of any kind should be worn.
- Tee shirts/sweatshirts should only be worn on spirit days or to signify other special events (i.e., to advertise a school play or musical).
- Denim should be without holes, fringe, or excessive or faddish fading. “Blue jean” pants should only be worn per the guidelines for tee shirts/sweatshirts or when the class activity merits their wear (i.e. auto shop class or ceramics class).
- No sweatpants/shorts should be worn other than by the Physical Education department staff.
- Shirts, with or without a collar, should be in good taste and meet the other guidelines as outlined above.

It is strongly recommended that employees wear shoes secured firmly to the heel or back of the foot. Shoes should be securely attached to the foot so that they do not fall off or get knocked off. It is highly recommended that employees not wear to work, flip flops, crocs or sandals. It is further recommended to open toed shoes not be worn since they contribute to tripping accidents and do not protect the toes/foot if struck against a physical object.

The administration reserves the right to work with employees to discuss the prohibition of clothing that may cause disruption to the work environment or be counterproductive to the professional image that the district would like to portray.

## Fundraising

Employees that want to sell a product or service can leave information about such products or services in the school’s staff lounge or on a community information board in the staff lounge with the permission and knowledge of the employee’s immediate supervisor.

No fundraising efforts should take place in a school unless the fundraising directly supports our students; however, fundraising or awareness campaigns for humanitarian causes that are sponsored by a school or a school organization are permitted but they must have the permission of the building principal or an immediate supervisor prior to a public awareness or advertisement of such fundraising.

As a rule, the District will not use district equipment, time or resources to support causes that do not directly support our students. Humanitarian efforts and awareness campaigns for humanitarian causes are usually limited to a local building.

The only organization that the District publicly has supported through a payroll deduction plan is the United Way Organization due to the many services organizations it supports within our communities that serve our families.

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 policy or procedures related to handling money for events such as: field trips, book fairs, lunch money, etc.

## Seeking Grants and Accepting Donations

No staff member should be writing a grant or seeking donations on behalf of the District, your school, your classroom, or your department without the knowledge and permission of your immediate supervisor. It is commendable for staff members to seek more resources for our district and our students; however, there are many things to consider before donations and grants can be accepted.

Many of them deal with legal, logistical, financial, and insurance considerations prior to seeking or accepting grants and donations. If you are seeking outside help or resources for your classroom, school, or the district, please consult with your principal or building supervisor first, prior to pursuing these resources.

## Petitions

Staff members are prohibited from giving students or other staff members a petition to sign during school or school related functions and/or on school property, other than those created for the purpose of school related programs. Any unauthorized petitions will be confiscated.

## Entering Into Contractual Agreements

Only Central Office can enter into any form of agreement on behalf of the school district. This means that employees cannot sign contracts, enter into verbal or written agreements, or obligate the District in any way to spend District funds. Proper approval must be given before any District funds are spent. If you agree to purchase anything or obligate the District without prior approval, the obligation will become your personal obligation and you may be subject to a lawsuit for the amount of the obligation.

## Employee Safety

Crete-Monee School District 201-U strives to provide its employees with a safe and healthy workplace environment. To accomplish this goal, both administration and employees must diligently undertake efforts to promote safety. One of the requirements for having safe schools is that all adults can be identified easily. Employees will be required to wear or carry an ID badge; Employees are permitted to leave the building upon following the established sign-out procedure in that building. Notification and authorization, from an administrator, to leave the building is part of each building's sign out procedures.



Crete-Monee School District 201-U, through its supervisory personnel, shall develop and implement safety rules and regulations. This process will be ongoing and will require periodic safety audits. Safety audits will be undertaken to determine the necessity and feasibility of providing protective devices, or safeguards to make the workplace safe and healthy. Crete-Monee School District 201-U shall also undertake the responsibility to educate employees as to hazards of the workplace and to train employees as to such hazards and the proper and safe method to perform job tasks.

Employees shall devote their full time, skill and attention to the performance of their job responsibilities utilizing the highest standard of care and good judgment. Employees will follow all safety rules and regulations at all times including the use of protective clothing, devices, or equipment, attendance at all training sessions related to employee's job description, and follow the directions of warning signs or signals or the commands or directions of supervisory personnel.

Crete-Monee School District 201-U will take measures to ensure that the District is a safe and healthy place for employees to work. If you feel that an existing situation is a safety or health hazard, please notify your supervisor. Safety rules and regulations will be issued or modified from time to time and shall be effective immediately. Rules and regulations will be distributed to employees and posted on the employee bulletin board.

Safety hazards include wet floors, equipment left unattended, defective or broken equipment, defective electrical outlets and appliances, etc. Policies relating to safety are available for review within each department of the district.

## **Injured on the Job**

All workplace injuries are to be promptly reported to Company Nurse at 1-855-921-9518 and your immediate supervisor. You will provide Company Nurse the Employer Name (Crete-Monee School District) and the Search Code (CLIC).

In the case of serious injury, an employee's reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury within 24 hours may preclude or delay the payment of any benefits to the employee and could subject the employee to disciplinary action.

If medical care becomes necessary due to a workplace injury, provide both your supervisor and Crete-Monee School District 201-U with any and all medical documentation related to initial work status and any subsequent changes to it. Your authorized medical care provider must support, in writing, all injury-related time away from work.

Contact your supervisor daily or according to a schedule established by the supervisor in order to keep him/her informed about your treatment and recovery.

Attend all of your scheduled medical appointments. Failure to do so could result in disciplinary action up to and including termination.

When the medical care provider permits you to return to work, you must be willing and available to return to the workplace (regardless of your assigned limitations or restrictions).

If an employee feels the need to elevate themselves above the ground/floor for purposes of hanging material, student work, bulletin boards, decorations, etc...they must request a step ladder from their building custodian and only use the district approved apparatus to work above ground/floor level. No employee other than maintenance workers or custodians should be working more than 4 feet above ground.

## Access to Personnel Files

All personnel files maintained in the Department of Human Resources are private and confidential. Except as specifically provided in this policy, no person (other than the employee accessing his or her own file) shall have access to employee personnel files.

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

- Department of Human Resources Staff
- Payroll or Benefits Department Staff
- Supervisor of Accounting
- The Superintendent or his/her 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 file custodian, employees may review their personnel records. The file custodian may require written notice of a request to review the records. Employees will be granted access to their personnel records within three working days of making the request. 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.

## Payday

Payroll checks shall be regularly issued bi-weekly on Friday except when a pay-date is a holiday. Direct deposit is available for all employees and is the district's preferred method to disburse employee earnings. The payroll production schedule can be found on the district intranet web site.

## Payroll Deductions

The following mandatory deductions will be made from every employee's gross wages: applicable taxes and retirement contributions.

Every employee must fill out and sign a federal withholding allowance certificate, IRS Form W-4, on or before his/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/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/she may complete an Exemption for Withholding Certificate, IRS Form W4E. 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, which is deducted from each payroll check.

Other voluntary contributions, such as credit union, tax shelter annuities, or charitable contributions, etc. are also deducted each pay period.

## Overtime Compensation

Non-exempt employees will be compensated for hours worked in excess of 40 in a single week. Time in excess of 40 hours in a single week will be compensated at the rate of 1.5 times the person's regular rate of pay. (See Compensatory Time off section of Handbook for further details)

All hours in a single week exceeding 40 (including compensatory time hours) must receive prior approval by the appropriate Central Office Administrator.

All hours in a single week exceeding 40 (including compensatory time hours) must receive prior approval by the appropriate administrator (Custodial and Maintenance approved by the Director of Building and Grounds; Business Office by the Accounting supervisor; Food Service by the Director of Food Service; and Technology by the Director of Technology; all other employees by the Assistant Superintendent of Human Resources).

## Employee Recognition

Crete-Monee School District 201-U believes that the good efforts of its employees are to be encouraged and rewarded. To that end, the company will recognize the faithful service of its employees by providing recognition through various venues and methods.

The District encourages the involvement of its employees in cultural, social, service, and recreational activities during their non-work hours. Crete-Monee School District 201-U will be happy to recognize individual honors and achievements in these areas as well by reporting such items in the District newsletter or posting results on the District bulletin board.

## Discontinuance of Employment

*(employees not covered by a collective bargaining agreement)*

If an employee chooses to discontinue their employment with the District for any reason, they are to submit a letter of resignation to their immediate supervisor with a copy to the Human Resources Department.

Employees are expected to give a minimum of two (2) week's notice prior to the final work day. Failure to provide the expected notice may result in recommendation to the Regional Office of Education to place a professional license in suspension.

In addition, an exit interview is required prior to the employee departing from the district. This interview could take place at any time prior to the employee leaving the district but normally should take place within two weeks of the employees' last date of employment. At the interview, the immediate supervisor should attain from the employee any records, information, materials, equipment, keys, I.D. cards, or any other property belonging to the District.

This information will be used to continue our quest to improve our services and the working environment of our employees. The District will use every legal method available to them to pursue the recovery of district property if employees do not return district property once employment with the district has ceased.

## **Uniform Grievance Procedure (Staff)**

Many state and federal anti-discriminatory laws require a grievance procedure for parents and students. Please note that employees are subject to their collective bargaining agreements to file grievances; but where there is no collective bargaining provision, the Uniform Grievance Procedure will be used.

Any student, parent, guardian, employee, or community member who feels that the school district or its employees or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal Statute, or Board policy, must address the issue with one of the District's Complaint Managers. This includes those who 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. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and the Title IX of the Education Amendments of 1972);
5. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children; or
6. Curriculum, instructional materials, and/or programs.

The District will have a minimum of one male and one female Complaint Manager. Their names are available from the Superintendent's office. The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and to address the complaint promptly and equitably. This process does not relate to any other legal action taken. Actions must be evaluated by the school district independently of the legal system.

### **Filing a Complaint**

1. A person who believes that their rights have been violated may file a complaint with any District Complaint Manager, and may request a Complaint Manager of the same sex.
2. The Complaint Manager may: a) request a written statement regarding the nature of the complaint, and/or b) require a meeting with the parent(s)/guardian(s) of a student.

The Complaint manager shall provide assistance with statements where needed.

### **Investigation**

1. The Complaint Manager will either investigate the complaint, or designate someone to investigate it.
2. If the Complaint is made by a student, the Complaint Manager will notify his/her parent(s)/guardian(s) that they may also attend any meetings which involve the student.

3. The complaint and identity of its maker 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 person making the complaint.
4. Within 10 school days of the date of the complaint was filed, the Complaint Manager shall file a written report of his/her findings with the Superintendent.
5. The Complaint Manager may request an extension of time, if a full investigation could not be completed within the 10 days.
6. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education.
7. The Superintendent will keep the Board informed of all complaints.

### **Decision and Appeal**

1. Within five school days after receiving the Complaint Manager's report, the Superintendent shall mail his/her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.
2. Within five school 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.
3. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board.
4. Within thirty school days, the School Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board.
5. Within five (5) school 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 per Section 3-10 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 or outcome – the necessity of a thorough investigation may take longer than the times outlined. There may be unforeseen illness or absence, all of which may take additional time.

### **Appointing Complaint Managers**

The Superintendent shall appoint at least two Complaint Managers, one male and one female who shall also serve as the District Non-Discrimination Coordinators. The Superintendent shall have on file the names, addresses, and office telephone numbers of current Complaint Managers.

## **Employee Benefits**

---

### **Medical and Dental Insurance**

Crete-Monee School District 201-U provides health insurance to eligible employees with access for their dependents to medical, dental, and prescription benefits. Employees who work a minimum of 30 hours in a week in a permanent position are eligible to participate

in the health insurance plan.

Eligible employees may participate in the medical and dental insurance plans subject to all terms and conditions of the agreement between the district and the contracted policy providers. There is no in-lieu-of-benefit for those who choose not to take the medical health benefit.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). As a courtesy reminder, any change in family status such as marriage, divorce, births or deaths, requires contacting the benefits department immediately about these changes so that proper adjustments can be made to insurance records.

Since health insurance is a very complex and expensive employee benefit, employees should consult the plan summary document given to all eligible employees.

## **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 a 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. Crete-Monee School District 201-U 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.

## **Life Insurance**

Life insurance offers you and your family important financial protection from the losses associated with an untimely death. Crete-Monee School District 201-U provides a basic life insurance plan for eligible employees in amounts determined by job classification.

Employees who work a minimum of 30 hours a week in a permanent position are eligible to participate in the life insurance plan.

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between Crete-Monee School District 201-U and the life insurance company. Employees who retire and work part-time for the district will not be eligible for this benefit.

## **Workers' Compensation Insurance**

Workers' Compensation Law coverage begins on the date of employment and covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Employees must report all accidents immediately to their supervisor, and the supervisor must notify the secretary to Assistant Superintendent of Business

within 24 hours. If the supervisor is not available the employee should notify the secretary to Assistant Superintendent of Business. No matter how minor an on-the-job injury may appear, it is important that it is reported immediately. This procedure will enable an eligible employee to qualify for coverage, in a timely manner.

## Tuition Reimbursement (teachers only)

Teachers may receive up to \$1500.00 a year toward tuition reimbursement for classes taken toward earning a master's degree. Teachers need to read section 24:19 of the Crete-Monee Education Association Contract for more details concerning this benefit.

## Retirement Benefits

(Applicable to employees not covered by a collective bargaining agreement)

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

As a member of IMRF making contributions toward a Regular Plan pension, you contribute 4.5% of your salary: 3.75% for your pension and 0.75% for a surviving spouse pension. These contributions are tax deferred. You have the option of making additional voluntary contributions to IMRF. If you choose, you can contribute a maximum of 10% of your gross wages.

All eligible new hires upon completion of enrollment documents receive an IMRF booklet detailing your benefits under the IMRF Regular Plan.

Employees should contact the district's Benefits Coordinator for questions about your retirement plan. The district contributes a certain percentage of retirement contributions to the state employee retirement fund to which some of our employees belong. For additional information, teachers may contact the Illinois Teacher Retirement Service at 1-800-877-7896 or <http://www.trs.illinois.gov/>; all other staff who are Illinois Municipal Retirement Fund employees may contact 1-800-275-4673 or <http://www.imrf.org>.

## Employee Amenities

---

### Employee Assistance Program

The Crete-Monee School District Employee Assistance Program provides employees with assistance in the following areas:

- Confidential counseling on personal issues
- Legal information, resources and consultation
- Financial information, resources and tools
- Information, referrals and resources for work-life needs
- Online Information, tools and services

Employees can contact ComPsych® GuidanceResources® at 800.272.7255 or go online to [guidanceresources.com](http://guidanceresources.com).

## Credit Unions

Crete-Monee School District offers employees access to the following credit unions:

- USA ONE credit union: [www.usaonecu.com](http://www.usaonecu.com)
- Flossmoor credit union: [www.flosscu.com](http://www.flosscu.com)
- TECH credit union: [www.techcu.org](http://www.techcu.org)

Please contact the Office of Human Resources to receive more detailed information on credit union services.

## Tax Shelter Annuities

### **What is a Tax Sheltered Annuity?**

Annuities are designed to be long term investments to retirement goals. The tax sheltered annuity arrangement permits an employee to contribute tax-deferred dollars to an annuity program. By contributing to a TSA program, an employee's gross income is reduced and state and federal income taxes are reduced. Interest earned on this investment is also exempt from taxes until the money is withdrawn.

### **Why is an Annuity Worth Considering?**

The tax shelter annuity program serves as a supplemental retirement annuity, in addition to Social Security and a retirement annuity from your employer. The tax sheltered annuity can provide a much higher income replacement ratio in retirement than Social Security and a retirement annuity. Although the TSA program is intended to supplement retirement income, it may be used for emergencies (financial hardship) and can provide a source of income to a survivor in the event of death or as income for disability. When money is withdrawn from a tax shelter annuity it is reported as income for tax purposes. The tax impact is generally not as great on withdrawal, especially at age 65 and retirement when annual income is lower.

### **Tax Sheltered Annuity (TSA) Program 403(b)**

The OMNI Group is the District's third party administrator (TPA) for employees that elect to participate in a TSA. This plan is completely voluntary. Vendors are invited in the beginning of the school year to a financial fair. Staff at this time has the opportunity to meet with different vendors. It is the vendors responsibility to sign up employees, fill out the Salary Reduction or District Contribution Agreement for 403(b) Programs and return it to the Human Resources Department.

### **How do I participate in the 403(b)?**

As an employee of the District, you have the opportunity to contribute up to the maximum in the 403(b) plan.

### **How Much May Be Contributed To a TSA?**

Employee Pre-tax Contribution: Employee salary deferral limit in 2016 is \$18,000.



Employee Catch-up Contributions: Age 50 Catch-up in 2016 is \$6,000. Employees with 15 years of service may be eligible to defer an additional \$3,000 a year up to a lifetime maximum of \$15,000.

### **How and When May I Make Withdrawals From a TSA Account?**

The Tax Reform Act of 1986 placed restrictions on withdrawal of contributions to a TSA program. Contributions may be withdrawn due to:

1. Financial Hardship\*\*
2. Termination of Employment
3. Death or Disability
4. Age 59 1/2

\*\*The Internal Revenue Service has not defined "financial hardship." It is believed that the hardship definition related to 401(k) plans will also apply to 403(b) plans. This definition is "immediate and heavy financial needs of the employee that cannot reasonably be met through other resources." Distribution based on financial hardship will be salary contributions only and will not include any earned interest. With any early distribution there is a 20 percent penalty in addition to state and federal taxes.

The Tax Reform Act also requires mandatory distribution of your TSA benefits no later than April 1 of the calendar year following the year in which you become age 70 1/2 --regardless of your actual retirement date. If you do not begin distribution by this time you will be subject to an additional tax equal to 50 percent of the minimum required distribution.

### **How Many Changes Can I Make?**

In accordance with Internal Revenue Service, effective January 1, 1997, 403(b) participants can legally make unlimited changes in a calendar year.

However, you may not exceed the maximum allowable contribution for the calendar year. A Salary Reduction Agreement must be completed with each change and submitted to Human Resources.

## **Expense Reimbursement**

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 employees' immediate supervisor prior to any purchases. Employees may not be reimbursed in full for expenses that exceed the pre-approved amount.

Receipts 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.

## Break Room

Crete-Monee School District 201-U provides a break room for the benefit of its employees. Each employee shall be responsible for the general clean up of the area, including the washing of personal dishes and utensils and microwave spills caused by the individual employee. All trash should be disposed of in the trash container.

Any empty aluminum cans or glass bottles shall be disposed of in the trash container marked “Aluminum Cans Only” or “Glass Bottles Only,” whichever is applicable. Each building will determine the use, maintenance and cleaning procedures for any appliances placed in the break room.

## Unused Vacation Days

The district does not offer a reimbursement program for non-certified employees. Therefore, employees who earn vacation days may utilize unused vacation days for compensation in lieu of time off. A maximum of 10 days may be used in any fiscal year for the following purposes:

1. 10 days may be carried forward into the following fiscal year
2. To subsidize educational expenses. Employees must provide evidence that they are in an approved degree program to receive the tuition reimbursement benefit.
3. To assist the employee in meeting the requirements of the district’s dress or uniform code.

Requests must be submitted to the Assistant Superintendent of Human Resources.

## Flex-Hours and Job Sharing

Crete-Monee School District 201-U is willing to consider the allowance of employees working flexible hours or job sharing if the request for a flexible hour work schedule will benefit both the employee and district.

A flexible hour schedule will only be considered if it is reasonably “do-able” and will be considered on a case by case basis if a request is made. Consideration for a flexible hour working schedule may be considered under the following circumstances:

1. For medical considerations or disability accommodations
2. For situations where an employee’s child care needs or other home situations must be considered
3. Situations that will be beneficial for an employee’s continual professional development and will benefit the district by greater employee production
4. Length of employment with the district and employee performance will also be a consideration of permitting a flexible working schedule to the employee

Under no circumstances should any employee assume that requests for flexible work schedules or job sharing should or must be accepted by the Crete-Monee School District. 201-U.

# Employee Leaves

---

## Sick Leave

Temporary incapacity or other capacity of ill-being that renders an employee physically or mentally unable to perform assigned duties will be considered a temporary illness. During such a period, the employee can use accumulated sick leave benefits. Full time employees will be afforded days of sick time per year depending upon length of their contract.

Sick leave includes:

1. Personal illness, illness of husband, wife, son, daughter, brother, sister, mother or father, quarantine at home, or death in the immediate family.
2. Funeral of any relative named in item 1 (immediate family) and also grandparents, grandchildren, daughter-in-law, son-in-law, father-in-law, mother-in-law, uncle, aunt, nephew or niece. For other funerals, full deduction of pay shall be made.

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/her duties. An employee is expected to notify his/her supervisor at the beginning of each workday during illness or injury. Exceptions to this include a serious accidental injury, hospitalization, and when it is known in advance that the employee will be absent for a certain period of time.

A Medical Release Statement is to be submitted to the employee's supervisor for review before the employee returns to work in the following situations:

- Three or more consecutive workdays of absence due to illness or injury;
- In all cases of work-related injury when the employee has been unable to work after the time of the injury;
- When returning from medical or maternity leaves of absence.

## Personal Business Leave

Ten-month full-time educational personnel, Eleven-month full-time employees and Twelve-month employees have paid personal leave days per year based on their job category. For those employees under a collective bargaining agreement, the use of a personal day is subject to the following conditions:

1. Personal leave days can be used for recreational, personal, general or medical purposes.
2. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the building principal or supervisor two days before the requested date.
3. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last 10 days of the school year, unless the Superintendent and/or designee grant prior approval.
4. Personal leave may not be used in increments of less than one-half day.
5. Personal leave must be approved by principal or supervisor.

## **Bereavement Leave**

Up to 3 days of leave per school year will be granted to every permanent full-time employee to attend the funeral of any relative who is considered immediate family. Immediate family for these purposes is defined as husband, wife, children, brother, sister, mother, father, grandparents, grandchildren, parents-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, uncle, aunt, nephew, niece or guardian. Bereavement days are non-convertible and do not roll over to the following school year. Bereavement leave beyond 3 days must have the permission of the Superintendent and sick days must be used beyond 3 days. The Board may require a death certificate or other reasonable proof of death as it may deem necessary.

## **Religious Holidays**

Supervisors shall grant an employee's request for time off to observe a religious holiday if the employee gives at least five days prior notice.

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.

## **School Visitation Leave**

An eligible professional staff member is entitled to 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the teacher's child, if the conference or activity cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick and disability leave. If no other leave is available, a per diem deduction can be requested by the employee.

## **Unpaid Leave of Absence**

The Board may grant any employee a leave of absence without pay for up to a one year maximum period. Upon written request of the employee at the expiration of the leave period, every effort will be made to offer the employee the same or similar position as to that which was held previous to the leave of absence. This same policy will apply to those employees called for military duty except that the period of time will be the length of the military service.

Employees absent over 50 percent of the school year will not be eligible for an annual increase.

## **Family and Medical Leave of Absence**

In accordance with the Family and Medical Leave Act of 1993 ("FMLA"), employees of the District are entitled to up to 12 weeks of unpaid leave during any fiscal year (July 1 through June 30). Leave may be granted for any of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care;
- To care for an employee's spouse, child, or parent with a serious health condition;

- The employee's own serious health condition that makes the employee unable to perform the functions of the job.

### **Eligibility**

This policy shall apply to all eligible employees of the Crete-Monee School District 201-U. To be eligible, employees must have been employed by the District for at least 12 months and have worked at least 1250 hours during the 12 month period immediately before the commencement of the leave.

### **Duration**

FMLA leave may last for a total of up to 12 weeks during the fiscal year. Leave taken for the health condition of a spouse, child, parent, or of the employee may be taken intermittently or on a reduced schedule, if medically necessary. This means, where appropriate, taking leave in blocks of time, or by reducing the normal weekly or daily work schedule, so long as FMLA leave does not exceed a total of 12 weeks during the fiscal year. Leave for the birth, adoption, or placement of a child may be taken on an intermittent basis only by prior arrangement with the district.

An employee and spouse both working for the district who are eligible for FMLA leave are permitted to take only a combined total of 12 weeks if the leave is for the birth, adoption, or placement for foster care of a child or to care for a parent with a serious health condition.

### **Covered Health Conditions**

In accordance with the FMLA, a "serious health condition" means one of the following conditions affecting the employee or the employee's child, spouse, or parent:

- An illness, injury, impairment, or physical or mental condition involving inpatient care in a hospital, hospice, or residential medical-care facility;
- Any period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities for a condition that also requires continuing treatment (that is, being treated two or more times, or one treatment resulting in a regimen of continuing medication or therapy) under the supervision of a health care provider (i.e., doctor, dentist, clinical psychologist);
- Continuing treatment by or under the supervision of a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than 3 calendar days; or
- Prenatal care.

### **Leave Arrangements**

Employees should submit a written request for leave of Absence with a signed statement from a licensed medical physician to support the need for the Leave of Absence to their immediate supervisor, who will forward it to the Office of Human Resources. All requests for Leave of Absence should be addressed to the Assistant Superintendent of Human Resources.

In instances where leave is foreseeable, employees must provide 30 calendar days advance notice of the leave request. In cases of planned medical treatment, the employee should consult with the immediate supervisor in an attempt to schedule the leave so as not to disrupt the district's operations.

Where leave is not foreseeable, such as during a medical emergency, notice must be given as soon as practicable, ordinarily within two business days of when the employee learns of the need for a leave.

Where the leave is for the serious medical condition of the employee or the employee's spouse, child, or parent, the employee must submit a medical certification form supporting the need for the leave. This form will be provided by the Office of Human Resources and must be completed by the employee's health care provider. In certain instances, a second or third medical certification may be required at the district's expense. An employee will not be permitted to commence or remain on a FMLA leave unless a valid medical certification form (fitness for duty report to return to work) is provided.

In the case of a foreseeable intermittent leave for planned medical treatment or during a period of recovery from a serious health condition, the district may require an employee to transfer temporarily to an available alternative position, at the equivalent pay and benefits, for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position.

### **Pay During Leave**

Except as provided in this paragraph, all FMLA days are without pay. However, an employee may use accrued vacation and personal days for any covered FMLA leave, may utilize accrued sick days for FMLA leaves due to the employee's own serious health condition, or for the illness of a spouse, child or parent.

The district may, in its discretion, require an employee to utilize accrued vacation, personal, or sick days during a covered leave. The Office of Human Resources will notify the employee if the district is going to require the use of accrued time during a covered leave.

### **Benefits During Leave**

The district will maintain group health insurance coverage for a period of 60 days during a covered FMLA leave on the same terms as if the employee had continued to work.

### **Communication by Employee During Leave**

The district may require the employee to submit medical re-certifications during a leave at 30 calendar day intervals, and it may require an employee to report periodically on their status and intent to return to work. In the case of leaves due to the employee's own serious health condition which exceed 60 calendar days, employees must establish their fitness to return to duty in accordance with procedures in effect.

## **Reinstatement Following Leave**

If the family medical leave was due to personal medical reasons, a Medical Release Statement must be submitted to the Office of Human Resources before the employee may return to work. Employees who return from covered FMLA leaves will be reinstated to their same or equivalent job with equivalent pay, benefits, and other employment terms and conditions.

## **Coordination with other Statutes**

The FMLA does not supersede any provision of state law that provides greater family or medical leave rights than the rights established under the federal law. Leave entitlements under state law and the FMLA run concurrently where both laws cover the same type of leave. For example, state law provides maternity/adoptive leave; time spent on such leave will simultaneously be counted toward FMLA leave eligibility.

## **Retroactive Designation**

Employers may retroactively designate leave as FML by providing the employee with the general written designation notice provided the employer's failure to timely designate leave does not cause harm or injury to the employee. An employer and employee can also mutually agree that the leave be retroactively designated as FML.

## **Leave for Military Service and General Assembly**

Leaves for service, National Guard, and General Assembly, as well as any re-employment rights 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.

### **Military Caregiver Leave**

Eligible employees may take up to 26 weeks of job-protected leave in a single 12-month period to care for a covered service member with a serious illness or injury. Key provisions of leave to care for a seriously ill or injured service member include:

- a. Eligible employees are entitled to leave to care for a current member (or one who is on the temporary disability retired) of the Armed Forces, including a member of the National Guard or Reserves who has a serious illness or injury incurred in the line of active duty requiring treatment, recuperation or therapy.
- b. Employees may not take leave for former service members and members on the permanent disability retirement list.
- c. To care for a covered service member, the eligible employee must be the spouse, son, daughter, parent (excluding in-laws) or next of kin of the covered service member. "Next of kin" is the nearest blood relative other than the service member's spouse, parent, son or daughter, in the following order of priority: blood relatives who have been granted legal custody by court decree or statute; brothers and sisters; grandparents; aunts and uncles; and first cousins, unless the service member has designated another blood relative as his or her nearest blood relative, in writing, for purposes of military caregiver leave under FMLA.

When no designation is made, and there are multiple family members with the same level of relationship to the service member, all such family members are considered next of kin and may take FMLA leave to provide care.

- d. The “single 12-month period” begins the first day an employee takes leave to care for a covered service member and ends 12 month after that date, regardless of the employer’s method for determining 12 work weeks of leave for FMLA-qualifying reasons. If an employee does not take all 26 weeks of leave to care for a covered service member during the 12-month period, the remaining time is forfeited.
- e. An employee is entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason(s) during the single 12 month period including time taken to care for a service member.
- f. The employer retains the responsibility for designating the leave as FMLA-qualifying, paid or unpaid, and giving the employee notice of the designation.
  - Leave that qualifies as both service member care leave and leave to care for a family member’s serious health condition cannot be designated to count as both types of leave simultaneously.
  - A husband and wife who are eligible for FML and work for the same employer may be limited to a combined total of 26 weeks of leave.

### **Qualifying Exigencies**

Eligible employees may now take up to 12 weeks of leave in a 12-month period for any “qualifying exigency” arising out of the fact that a covered military member is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation.

#### **Qualifying exigency includes:**

- a. Short-notice deployment (for up to seven calendar days beginning on the date a covered military member is notified of an impending call or order to active duty in support of a contingency operation);
- b. To attend military events and related activities;
- c. For childcare and school activities as enumerated by the DOL regulations;
- d. To make or update financial or legal arrangements to address the covered military member’s absence while on active duty or call to active duty status or to act as the covered military member’s representative before a federal, state or local agency to obtain, arrange, or appeal military benefits while the covered military member is on active duty or call to active duty status;
- e. To attend counseling provided by someone other than a health care provider for oneself, for the covered military member, or the covered military member’s child or stepchild, provided that the need for counseling arises from the active duty or call to active duty status



of the covered military member;

- f. To spend time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment (for up to five days for each instance of rest and recuperation);
- g. To attend post-deployment activities and address issues arising from the death of a covered military member while on active duty status; and
- h. To address other events which arise out of the covered military member's active duty or call to active duty status provided that the District and the employee agree that such leave shall qualify as an exigency, and agree to both the timing and duration of such leave. A "covered military member" means the employee's spouse, son, daughter or parent on active duty or call to active duty status.

## Jury Duty

Time off for mandatory jury duty, or a subpoena issued related to school business, is an excused absence and will be paid at full salary. Proof of service for jury duty or a subpoena must be submitted to the Payroll Department promptly. Proof of service could be the check stub stating the date(s) of service or a letter from the courts indicating the dates of service.

There will be no adjustment in the employee's salary for receipt of jury duty pay, witness fees, or expenses. The employee is expected to report for work when it does not conflict with court obligations.

It is the employee's responsibility to keep his/her supervisor informed about the amount of time required for jury duty or court appearances.

## Leaves for Victims of Domestic or Sexual Violence

Any professional staff member may take an unpaid leave from work who:

- 1. Is a victim of domestic or sexual violence, or;
- 2. Has a family, or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act, governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, an employee is entitled to a total of 12 work weeks of leave during any 12 month period.

Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds that unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993.

# E-Policies

---

## District E-Policy

This policy makes it clear that Crete-Monee School District 201-U owns and controls all workplace technology and therefore all communications and activity conducted over it. Authorized use of Crete-Monee School District 201-U's owned or operated computing and network resources shall be consistent with this policy and the mission of Crete-Monee School District 201-U. Underlying this policy is the idea that each employee has a responsibility to use the district's information technology resources in a manner that increases productivity, enhances the district's public image, and is respectful of other employees.

### **Information Technology Resources Defined**

Information technology resources consist of all electronic devices, software, and means of electronic communication including, but not limited to, the following: personal computers and workstations; lap top computers; mini and mainframe computers; computer hardware such as disk drives (local and portable), USB flash drives, and tape drives; peripheral equipment such as printers, modems, fax machines, and copiers; computer software applications and associated files and data, including software that grants access to external services, such as the Internet; electronic mail; telephones; cellular phones; pagers; blackberries; PDA's; Smart phones; USB devices; and voicemail systems.

### **Permitted General Access**

Generally, employees are given access to the district's various technologies based on their job functions. Only employees whose job performance will benefit from the use of the district's information technology resources will be given access to the necessary technology.

Additionally, employees must successfully complete district-approved training before being given access to some of the district's information technology resources. Authorized users of Crete-Monee School District 201-U computing and network resources include those who may not work for the district, but whose access has been authorized by administration. Access, passwords, and e-mail accounts are granted by the administration of the Crete-Monee School District 201-U and therefore, access to the systems may also be denied by administration. Computers, phones, and printers are located in specific places and accounted for by multiple and complex reference systems for the purposes of inventory, network placement, IP addressing, and emergency response identification. Employees are not to move desktop computers, printers or phones without written permission from the Department of Technology. Moving equipment without proper authorization could result in disciplinary action.

This policy defines in detail, the acceptable use of the information technology resources of the district by its employees. Generally, resources should be used for business related functions; however, there are a few exceptions:

- To send and receive necessary and occasional personal communications;
- To prepare and store incidental personal data (such as personal calendars, personal

- address lists, and similar incidental personal data) in a reasonable manner;
- To use the telephone system for brief and necessary personal calls;
- To access the Internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

In subsequent sections, this policy defines unacceptable uses of the information technology resources of the district in more detail. The district reserves the right, without notice or cause, to access all aspects of its computing systems and networks, including individual login sessions to determine if a user is violating this policy or state or federal laws.

## User Responsibilities

### Privacy

No user should view, copy, alter, or destroy another's personal electronic files without permission (unless authorized or required to do so by law or regulation). In addition, users should not have an expectation of privacy. The information technology system belongs to the district. Users expressly waive any right of privacy in anything they create, store, send, or receive on the district's information technology system.

### Sharing Access

Computer accounts, passwords, and other types of authorization are assigned to individual users and should not be shared with others. You are responsible for any use of your account. If an account is shared or the password divulged, the holder of the account will lose all account privileges and be held personally responsible for any actions that arise from the misuse of the account.

### Prohibited Use

Abuse of Crete-Monee School District 201-U computer resources is prohibited and includes, but is not limited to:

- **Game Playing:** Computing and network services are not to be used for recreational game playing. Game playing on district time is counterproductive.
- **Faxing:** The district prohibits the use of using the district's telephone facsimile equipment, computer, or other device to send an unsolicited advertisement.
- **Harassing, Discriminatory, and Defamatory Use:** Employees use electronic mail for correspondence that is less formal than written memoranda. Employees must take care, however, not to let informality degenerate into improper use. The District does not tolerate discrimination or harassment based on sexual orientation, gender, pregnancy, childbirth (or related medical conditions), race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care or medical leave status, veteran status, or any other status protected by state and federal laws.

Under no circumstances may employees use the District's information technology resources to transmit, receive, or store any information that is discriminatory,

harassing, or defamatory in any way (e.g., sexually explicit or racial messages, jokes, cartoons).

- **Gambling:** The use of district computers and networks to gamble is strictly prohibited.
- **Unauthorized Monitoring:** A user may not use computing resources for unauthorized monitoring of electronic communications. However, the district has the right, but not the duty, to monitor any aspects of its computer system including monitoring sites visited by employees, chat groups, newsgroups, and downloading and uploading of files.
- **Flooding or Spamming:** Posting a message to multiple list servers or news groups with the intention of reaching as many users as possible is prohibited. Spamming e-mail addresses within or outside the district is also prohibited.
- **Private Commercial Purposes:** The computing resources of Crete-Monee School District 201-U shall not be used for personal or private commercial purposes or for financial gain.
- **Political Advertising or Campaigning:** The use of Crete-Monee School District 201-U computers and networks shall not be used for political purposes.
- **Use of Unlicensed Software:** The use of unlicensed software on district computers is strictly prohibited. All software in use on the district's information technology resources must be officially licensed software. No software is to be installed or used that has not been duly paid for and licensed appropriately for the use to which it is being put. No employee may load or download any software on the district's computers unless permission has been granted in writing by the Director of Technology.
- **Pornography:** Employees are not allowed to visit sites that are considered "obscene". The district may maintain a system to monitor Internet usage. In the event that an employee disregards this policy and visits "unauthorized" sites, it will be grounds for termination. The district has the right to view private files that have been downloaded to check for the propriety of these downloads.

The district also prohibits using district computer resources to send sexually oriented images or messages.

- **Instant Messaging:** Employees of Crete-Monee School District are not allowed to chat via instant messaging during working hours.
- **Other Prohibited Uses:**
  - Employees may not use any of the district's information technology resources for any illegal purpose, violation of any district policy, in a manner contrary to the best interests of the district, in any way that discloses confidential or proprietary information of the district or third parties, or for personal gain.
  - Stationary/desktop computers should not be moved by employees from one room or location to another without the authorization of the Technology Department.
  - Employees should not download software on any district computer without authorization of the Technology Department.
  - Employees should not add any equipment to the districts network such as printers, scanners, routers, wireless access points, or additional computers or other devices to the district's network.

Violation of these “prohibited uses” could lead to severe problems in the function and efficiency of district operations. Failure to abide by these expectations may result in employee discipline up to and including termination.

## **E-mail**

In the operation of this organization, e-mail is a business tool. The use of e-mail is reserved primarily for business use. In certain circumstances, the school district’s e-mail system can be used to send and receive messages to and from children, spouses, domestic partners, and immediate family, however, the time involved in such activity should be limited to no more than a few minutes a day.

In general, the use of the Crete-Monee School District 201-U's email system as a medium for the bulk distribution of information is discouraged.

On rare occasions, e-mail may be the best mechanism to distribute information to large segments of the Crete-Monee School District 201-U community. Approval from the Superintendent’s office is required for messages sent to all employees.

In addition, these guidelines should be followed:

- Messages should be plain text with no attachments. (If recipients require another kind of material, it can be posted at a website and links can be included in the message.)
- Distribution lists should be kept private.
- Timing and other details of bulk mailings should be coordinated with the district webmaster.

All employees should make every attempt to communicate truthfully, accurately and clearly via e-mail. Employees should use the same due care in drafting e-mail as they would for any other district communication.

Only authorized employees issued e-mail passwords are permitted to use passwords to access their own e-mail accounts. Only authorized employees are permitted to use the password of another employee to access that employee’s e-mail account.

Misuse of passwords and the unauthorized sharing of passwords will result in disciplinary action.

### **Spamming**

Employees are prohibited from sending spam (unsolicited e-mail). Employees are prohibited from sending district-wide e-mail messages to all employees without the approval of an appropriate supervisor.

### **Spoofing**

Employees are prohibited from hiding their identity (spoofing) when sending e-mail. Any anonymous or pseudonymous e-mail messages are prohibited.

### **Blind ‘Carbon Copies’**

Due care must be exercised when forwarding e-mail or sending blind carbon copies (bcc) of e-mail messages. All employers using “blind cc” must ensure that the addressee’s privacy is not violated.

### **E-mail Retention**

E-mail is a generic term and does not refer to any particular type of record, however, most e-mail is typically considered to be correspondence. Records in e-mail systems include not only the messages sent and received, but also the transmission and receipt data as well.

Since e-mail is considered a type of school record, e-mail retention periods should agree with the district’s records retention policy. Certain e-mail messages may not be considered school records. Examples of such non-records include:

- Non-business Listserv messages
- Courtesy copies (duplicates) of messages
- Minor, non-policy announcements or reminders, i.e., blood drives, district fund raising activities, etc.

All employees are responsible for retaining e-mails. Employees are also responsible for deleting drafts and non-school e-mail messages once they are no longer needed. Do not assume that an e-mail message you have deleted cannot be recovered.

## **Management Access to Technology Resources**

### **Information Assets are Company Property**

All messages sent and received, including personal messages, and all data and information stored on the district’s electronic mail system, voicemail system, or computer systems are district property regardless of the content.

As such, the district reserves the right to access all of its information technology resources including its computers, voicemail, and electronic mail systems, at any time, at its sole discretion, without notice.

### **Employee Privacy**

Although the district does not wish to examine personal information of its employees, on occasion, the district may access its information technology resources including computer files, electronic mail messages, and voicemail messages. Employees should understand, therefore, that they have no right of privacy with respect to any messages or information created or maintained on the district’s technology resources, including personal information or messages. The district may, at its discretion, inspect all files or messages on its information technology resources at any time, for any reason, without notice. The district may also monitor its information technology resources at any time in order to determine compliance with these policies, for purposes of legal proceedings, to investigate misconduct, to locate information, or for any other school purpose.

Employees should assume that any communication - whether business related or personal - that they create, send, receive, or store on the district's information technology resources may be read or heard by someone other than the intended recipient. In particular, highly confidential or sensitive information should not be sent through e-mail, or the Internet.

The district reserves the right to keep an employee's e-mail address active for a reasonable period of time following an employee's departure from the district to ensure that important business communications reach the district.

### **Monitoring**

Crete-Monee School District 201-U has the right to monitor any and all usage of its computer systems including (but not limited to) sites visited by users on the Internet, chat groups, and newsgroups. All employees must be aware that the district may use automated software to monitor documents created, stored, sent, or received.

### **Passwords**

Some of the district's information technology resources can be accessed only by entering a password. Passwords are intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon any employee of the district. Thus, even though employees may maintain passwords for accessing information technology resources, employees must not expect that any information maintained on the information technology resources, including electronic mail and voicemail messages, are private. Employees are expected to maintain their passwords as confidential.

Employees must not share passwords and must not access coworkers' systems without express authorization.

### **Data Collection by the District**

The best way to guarantee the privacy of personal information is not to store or transmit it on the district's information technology resources. The district may, however, at its sole discretion, and at any time, alter the amount and type of information that it retains. To ensure that employees understand the extent to which information is collected and stored, below are examples of information maintained by the district:

- **Telephone Use and Voicemail:** Records may be kept of all calls made from and to a given telephone extension. Although voicemail is password protected, an authorized administrator may reset the password and listen to voicemail messages.
- **Electronic Mail:** Electronic mail may be backed up and archived. Although electronic mail is password protected, an authorized administrator may reset the password and read electronic mail.
- **Desktop Facsimile Use:** Copies of all facsimile transmissions sent and received may be maintained on a facsimile server.
- **Document Use:** Each document stored on the district computers has a history, which shows which users have accessed the document for any purpose.

- **Internet Use:** Internet sites visited, the number of times visited, and the total time connected to each site may be recorded and periodically monitored.
- **Deleted Information:** Deleting or erasing information, documents, or messages maintained on the district's information technology resources is, in most cases, ineffective. All employees should understand that any information kept on the information technology resources may be electronically recovered regardless of whether it may have been "deleted" or "erased" by an employee. Because the district periodically backs up all files and messages, and because of the way in which computers re-use file storage space, files and messages may exist that are thought to have been deleted or erased. Therefore, employees who delete or erase information or messages should not assume that such information or messages are confidential.

## Communicating Electronically with Students

District 201-U recognizes that today's students are deeply engaged in many forms of electronic communication in their daily lives with friends and family. Adults have also turned to email, websites, blogs, text messaging, and use of social media websites such as Twitter and Facebook to communicate with similar groups. Whereas these forms of communications have become an integral part of our lives, they may not, in many circumstances, meet the public and professional standards for communicating with students in our district.

The expectations outlined in this policy are designed for the purpose of:

1. Establishing acceptable ways to use electronic communication tools when communicating with students
2. Protecting our students, staff and the district.

The following is a set of expectations that all staff members are expected to adhere to when communicating with students electronically.

### Acceptable Communications Methods

Communicating directly with students or parents should be done through district provided communication tools. District communication tools provide staff members with a record of communication. District communication tools are also accessible, ubiquitous and their content is highly transparent. The use of Skyward's Family Access, District e-mail, School Websites, School Reach, and Moodle are currently the acceptable methods of communicating with students or families. The district will update the list of acceptable methods of communicating with students through district tools through the annual publication of the employee handbook.

### Unacceptable Communications Methods

**Non-District Email Accounts – As a rule,** District 201-U employees should never use personal email accounts to communicate with students about school matters; however in the case of an emergency or if access to your district e-mail is not possible staff may use their personal e-mail accounts. Any staff member who e-mails a student using their personal e-mail account should report such action to their building administrator and the reason for the communication within one business day.



If a staff member e-mails a student using their personal e-mail account, the parents of each student should be informed within 1 business day that an e-mail was sent from a personal e-mail account. The reason for the communication should be given to the parent and the content of the e-mail should be stated. Coaches not employed by District 201U during the school day must also follow this expectation.

**Online Games and Related Activities** – While many people enjoy a variety of gaming systems (Wii, Xbox, Playstation, etc.) and recreational websites that allow them to compete with others through the Internet, this is not an acceptable activity for staff members to engage in with students.

**Transmission of Student Information or Images** – Personal technology and social media may not be used to share, publish, or transmit information about or images of students.

### **Facebook, Twitter, or other Social Media Sites**

**Staff members should never “friend” students who are currently enrolled in District 201-U, nor should you accept their “friend requests.”** The wall between the role of a public educator and personal friendships with students should always be visible and strongly communicated.

Any electronic content that staff members communicate, pictures they post, or dialogue they maintain, that is accessible to our students or parents, should never compromise the professionalism, integrity and ethics in their role as a District 201-U professional.

### **Facebook Fan Pages**

A Facebook Fan Page, not a Facebook Group, can be appropriate and supplemental method of communicating electronically with student groups if it is set up correctly. Fan Pages may be considered as a method to communicate and inform students as well as the public concerning certain school related projects or events.

### **Facebook Fan Page Procedures**

Unlike Facebook groups, Fan pages are visible to unregistered students and parents and thus indexed and easier to find. Any staff member that has set up a Fan Page must follow the same District guidelines for publishing content to any website, in that photos of students are not posted in conjunction with their names or other personally identifiable information. **Make sure that your settings do not allow fans to be able to post comments, photos, videos or links to your wall, and that only you have control over the content.** Use your [name@cm201u.org](mailto:name@cm201u.org) email address to register as contact for the page so that any feedback or comments on the page are sent to the District, not to a personal email address.

If you decide to establish a fan page, be sure to notify your immediate supervisor and the parents of your students that you’ll be using this site to communicate information for your group in addition to other district approved methods (websites, email, formal letters, etc.) and that these pages may contain commercial advertising that you do not control nor are they endorsed by the District. Since not every student has a Facebook page or access to Facebook, you must consider this when creating a Fan Page. Therefore, you must make any information posted on Facebook accessible to non-Facebook users by alternate means.

## **Text Messaging and Calls to Students on Personal Cell Phones**

Staff members should never text message a student or call them on their personal cell phones unless it is an emergency or the student is the child or ward of the staff member. Any staff member who text messages a student or calls them on their personal cell phone should report such action to their building administrator and the reason for the communication. When the state of emergency is over, parents should be informed within 24 hours that a text message or personal call was made to their child and the reason for the communication should be given to the parent. If a staff member needs to talk to a student by phone it should be done with the parent's knowledge and permission.

### **Conclusion:**

Electronic communication with students should always be Transparent, Accessible and Professional as defined below:

1. **The communication is transparent.** – ALL electronic communication between staff and students should be transparent. As a public school district, we are expected to maintain openness, visibility and accountability with regards to all communications. A good question that staff members should ask themselves before posting or emailing a message is, "Would it concern me if the information that I am about to communicate appeared on the front page of the local newspaper?" If the answer is "yes," then do not write, send or post the communication. Contrary to what some people think, email and social networking sites are very public places.
2. **The communication is accessible.** - ALL electronic communication between staff and students should be conducted on district approved communication equipment and considered a matter of record, a part of the District archives, and accessible by others, if necessary. Phone calls would be the only exception to using district approved equipment as we know that many phone calls to parents or families are made by personal cell phones or phones at home. Keep in mind, calls directly to students should not be made unless it is an emergency. If it is a non-emergency, parents should be aware of phone calls made to students and the nature of the call.
3. **The communication is professional.** – ALL electronic communication from staff to students should be written as a professional representing District 201-U. Always choose words that are courteous, conscientious, and businesslike in manner.

If your communication meets all three of the criteria above, then it is very likely that the methods of communicating with students that you are choosing are very appropriate; moreover, encouraged.

## **Policies Exclusive to Non-Teaching Personnel**

---

(The following pages of the book do not apply to employees under contractual bargaining agreements)

### **Performance Review and Salary Increases**

The Crete-Monee School District has adopted a management by objective approach to performance appraisal.

Each employee is given the opportunity to set individual written goals. He or she will be evaluated based on how well these goals have been met, as well as job performance. For probationary employees, 30 days after employment, a performance review will be conducted and the supervisor/manager and employee will meet to establish employment goals consistent with the business objectives of the district and the employee's department. The second performance review will occur at the end of three months of employment, preferably on a date agreed to in writing. The probationary period will end with another performance review at the end of six months of employment.

At that time the employee will be offered permanent employment with the district or will be dismissed from the job due to inadequate job performance.

All future employee performance reviews will be scheduled on an annual basis and noted in the preceding appraisal report.

It is the responsibility of the supervisor/manager to develop and maintain a work environment in which employees can openly discuss performance and develop plans. The employee will be notified in writing ten days in advance of the performance review date. Also included in the notification will be the time, place, and the discussion topics for the employee to prepare for the review. The employee, as well as the supervisor/manager, is to bring the following to the review meeting:

- A summary appraisal of the progress made toward meeting his or her employment goals;
- Examples of job-related areas demonstrating greatest strengths and identifying areas where additional training is needed;
- An outline of job-related tasks in which the employee may participate in to improve performance;
- A recommendation of job responsibilities and goals to be established for the next performance review;
- A summary of overall employment performance.

The supervisor/manager is responsible for establishing a relaxed atmosphere at the performance review and encouraging two-way communication. The discussion should be conducted in a positive manner, in complete privacy, and with no interruptions. The supervisor/manager shall verify that the employee is familiar with his or her job duties, previous goals, and the appraisal criteria. At the conclusion of the performance appraisal, the employee will be requested to sign the appraisal verifying that he or she read, received and participated in the evaluation. The employee should be encouraged to submit comments about the appraisal that will become part of the record. The employee must be given a signed copy of the appraisal. The appraisal is then submitted for review by the Office of Human Resources and placed in the employees personnel file.

Crete-Monee School District believes that pay increases should in part, be related to an employee's performance. Following performance reviews, a decision relating to the employee's annual salary increase will be made by the supervisor/manager in conjunction with the Office of Human Resources. Information about rates of pay and increases in pay are deemed to be confidential matters between the employer and each employee and are not to be discussed among employees.

If an employee wants to discuss salary increases based on changes in job functions or other reasons deemed important to the employee, these discussions should take place in March of each year by making an appointment with the Office of Human Resources.

## Employee Performance

Crete-Monee School District 201-U's work environment is built on respect and professionalism. Performance improvement may be suggested whenever the district's management believes that an employee's performance is less than satisfactory and may be resolved through adequate counseling or staff development. Corrective counseling or staff development is completely at the discretion of management. The district desires to protect its investment of time and expense devoted to employee hiring, orientation, and training whenever that goal is in the district's best interests.

The steps in performance improvement are as follows:

### **Verbal Counseling**

As the first step in correcting unacceptable performance, the supervisor/manager should review pertinent job requirements with the employee to ensure his or her understanding of them. The supervisor/manager should consider the severity of the problem, the employee's previous performance appraisals and all of the circumstances surrounding the particular case. Stating that a written warning, probation/remediation, or possible termination could result if the problem is not resolved should indicate the seriousness of the performance issue.

The employee should be asked to review what has been discussed to ensure his or her understanding of the seriousness of the problem and the corrective action necessary. The supervisor/manager should document the verbal counseling for future reference immediately following the review.

### **Written Counseling**

If the unacceptable performance or behavior continues, the next step should be a written warning. Certain circumstances, such as violation of a widely known policy or safety requirement, may justify a written warning without first using verbal counseling. The written warning defines the problem and how it may be corrected. The seriousness of the problem is again emphasized, and the written warning shall indicate that probation/remediation, or termination may result if improvement is not observed. Written counseling becomes part of the employee's personnel file, although the supervisor/manager may direct that the written warning be removed after a period of time, under appropriate circumstances. If the circumstances warrant it, possible training or staff development may be offered to the employee to assist the employee in resolving the performance issue.

### **Probation/Remediation**

If the issue has not been resolved through written counseling or the circumstances warrant it, the individual may be placed on probation/remediation. Probation/remediation is a serious action in which the employee is advised that termination will occur if improvement in performance or conduct is not achieved within a probationary period. The Office of Human Resources and the employee's supervisor/manager, after review of the employee's corrective counseling documentation, will determine the length of probation. Typically, the probation period should be at least two weeks and no longer than 60 days, depending on the circumstances.

A written probationary notice to the employee is prepared by the supervisor/manager.

The letter should include a statement of the following:

- The specific unsatisfactory situation;
- A review of oral and written warnings;
- The length of probation;
- The specific behavior modification or acceptable level of performance;
- Suggestions for improvement or further training;
- A scheduled counseling session or sessions during the probationary period; and
- A statement that further action, including termination, may result if defined improvement or behavior modification does not result during probation. “Further action” may include, but is not limited to reassignment, reduction in pay, or demotion.

The supervisor/manager should personally meet with the employee to discuss the probationary letter and answer any questions. The employee should acknowledge receipt by signing the letter.

If the employee should refuse to sign, the supervisor/manager may sign attesting that it was delivered to the employee and identifying the date of delivery.

The probationary letter becomes part of the employee’s personnel file.

On the defined probation counseling date or dates, the employee and supervisor/manager will meet to review the employee’s progress in correcting the issue that led to the probation. Brief written summaries of these meetings should be prepared with copies provided to the employee and the office of Human Resources.

At the completion of the probationary period, the Office of Human Resources and the supervisor/manager will meet to determine whether the employee has achieved the required level of performance and to consider removing the employee from probation, extending the period of probation, or taking further action. The employee is to be advised in writing of the decision. Should probation be completed successfully, the employee should be commended, though cautioned that any future recurrence may result in further disciplinary action.

## **Positive Progressive Discipline**

In cases where the employee has exhibited disruptive or unacceptable behavior or conduct, the district supports the use of positive progressive discipline to address such conduct or behavior issues. The goal of positive and progressive discipline is to encourage employees to become more productive and exhibit behavior in compliance with the school district standards and expectations. Crete-Monee School District reserves the right to administer appropriate corrective action for disruptive and/or inappropriate behavior. Each situation will be dealt with on an individual basis.

Generally, a supervisor gives a warning to an employee to explain performance or behavior that the supervisor has found unacceptable. There are two types of warning: verbal and written.

1. A verbal warning is when a supervisor verbally counsels an employee about an issue of concern. A written record of the discussion, noting the date, event and recommended action, is usually placed in the employee's file for future reference.
2. Written warnings are used for behavior or violations which a supervisor considers serious or where a verbal warning has not helped to change unacceptable behavior.

If an employee disciplinary situation has not been readily resolved or if he/she has not demonstrated the ability to perform assigned work responsibilities efficiently, the department head, in conjunction with the Office of Human Resources or designee, may place the employee on a performance improvement plan. This status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the employee will either be returned to regular employee status or, if established goals are not met, dismissal may occur.

Examples of employee conduct that would lead to discipline and the usual course of disciplinary action have been separated into three groups, according to the usual severity and impact of the infraction. Different violations may be handled differently depending on the group they are in.

The district reserves the right to determine the level of discipline for any inappropriate conduct, including but not limited to demotion, oral and/or written warnings, suspension with or without pay, and discharge.

### ***Group 1***

- 1st Offense: Documented verbal warning.
- 2nd Offense: Documented written warning.
- 3rd Offense: Three-day suspension.
- 4th Offense: Termination of employment.

1. Creating conflict with coworkers, supervisors, visitors or volunteers.
2. Failing to follow hygiene practices as needed for the specific job assignment.
3. Contributing to unsanitary or unsafe conditions.
4. Smoking on district property.
5. Leaving the assigned work area or facility without the supervisor's permission.
6. Loitering or loafing while on duty.
7. Using facility telephones for unauthorized purposes.
8. Disregarding the district's dress code.
9. Damaging or using district-owned equipment without authorization.
10. Abusing lunch and break periods.
11. Removing, posting or altering notices on any bulletin board on district property without the permission of your manager or the Office of Human Resources.
12. Eating food and/or drinking beverages in undesignated areas.
13. Violating other rules or policies not specifically listed.

### ***Group 2***

- 1st Offense: Written warning.
- 2nd Offense: Suspension.

3rd Offense: Termination of employment.

1. Failing to report injuries, damage to or an accident involving district equipment.
2. Violating any safety rule.
3. Negligence.
4. Horseplay that results in personal injury or equipment damage.
5. Spreading malicious rumors.
6. Engaging in vulgar or abusive language or conduct toward others.
7. Copying facility documents for personal use.
8. Using facility communication systems inappropriately.
9. Treating coworkers, parents, or community partners in a discourteous, inattentive or unprofessional manner.
10. Leaving the workplace without notification or permission.
11. Being absent for less than three days without notification or permission.
12. Not complying with personnel file maintenance.
13. Not following department guidelines concerning notification of absenteeism.

**Group 3**

1st Offense: Dismissal.

Dismissal is an immediate termination of employee for serious breaches of responsibility, unsatisfactory performance or misconduct. A supervisor or department head may impose dismissal after consultation with the Office of Human Resources.

1. Being absent for three or more days without notification or permission (also referred to as a voluntary quit or job abandonment).
2. Fighting.
3. Demonstrating insubordination, including but not limited to:
  - Refusal to do an assigned job.
  - Refusal to work overtime when required.
  - Refusal to render assistance.
  - Refusal to accept holiday work when assigned.
  - Delay in carrying out an assignment.
  - Insolent response to a work order.
4. Being dishonest, including but not limited to: deception, fraud, lying, cheating or theft.
5. Having time card violations.
6. Sabotaging the facility, grounds or equipment.
7. Falsifying company records, such as employment applications and time cards, in any way.
8. Engaging in indecent behavior.
9. Possessing, being under the influence of or drinking intoxicants on the job.
10. Sleeping while on duty.
11. Concealing defective work.
12. Carrying a weapon on company property, including the parking lot.
13. Disclosing confidential records or information (facility or employee).
14. Soliciting gifts or tips from business-related contracts.
15. Using the district's computer systems, including accessing confidential computer files and data, without authorization.

16. Demonstrating gross misconduct or other serious violations of the school district's policies or procedures.
17. Failing to comply with licensure and certification requirements.

## Breaks

Employees who work at least 7.5 continuous hours shall receive a 30-minute (or two 15 minute) duty-free break which begins within the first five hours of the employee's work day. The district accommodates employees who are nursing according to provisions in the Nursing Mothers in Workplace Act.

## Timekeeping

*(employees not covered by a collective bargaining agreement)*

Non-union employees are required to clock /swipe in and out utilizing TrueTime with their employee ID badge. TrueTime readers are available in every District building. Employees may also clock in and out via the TrueTime module on a District computer. Employees are required to submit their TrueTime time sheet no later than noon on Monday of the following week. If Monday is a District holiday, then TrueTime time sheets must be submitted by noon on Tuesday. Employees should check with their supervisors should they incur a problem with clocking in or out or have other questions regarding time sheets. TrueTime time sheets are used to process an employee paycheck. Failure to submit your TrueTime time sheet may have a negative effect upon your receiving a paycheck. It is strictly forbidden and grounds for immediate termination for an employee to sign another employee in or out.

## Compensatory Time Off

*(employees not covered by a collective bargaining agreement)*

The District does not currently allow for the accrual of compensatory time. Employees working more than 40 hours per week are paid overtime for time worked and do not accrue compensatory time. However, in the event administration chooses to offer compensatory time as an option, it must be approved by the supervisor and the Assistant Superintendent of Human Resources prior to being earned and will be subject to the following regulations and procedures.

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.
2. Are not represented by an exclusive bargaining representative. The Fair Labor Standards Act covers all educational support personnel, unless an employee is exempt due to job responsibilities. The Superintendent or designee shall notify each employee who is exempt from this law.

Employees may be given 1-1/2 hours of compensatory time-off in lieu of cash payments for each hour of overtime worked. In order to use compensatory time, a request must be entered via ERMA and approved by the employee's supervisor. The District reserves the right to require employees to accept overtime compensation in lieu of compensatory time. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed 40-hours. If an employee accrues the maximum compensatory time-off hours, the employee:



1. Is paid for any additional overtime hours worked, at the rate of one and one-half times the employee's regular hourly rate of pay
2. Does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.

An employee who has accrued compensatory time-off shall be permitted to use such time in incremental components as long as such requests do not unduly disrupt District 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
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 the purposes of overtime compensation.

## **Sick Days, Vacation, Holiday, and Leaves**

*(employees not covered by a collective bargaining agreement)*

### **Sick Days**

All full or part-time educational support personnel who work at least 600 hours per year are given a minimum of 10 paid sick leave days per year except as otherwise provided herein. Part-time employees will accrue sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 230 days, including the leave of the current year.

Exhaustion of benefits during the probationary period or the first year of employment may be considered grounds for disciplinary action up to and including termination.

Sick leave includes personal illness, or as may be deemed necessary in other cases, quarantine at home, or serious illness, or death in the immediate family.

1. Personal illness: 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/her duties.
2. Illness of husband, wife, son, daughter, brother, sister, mother or father, grandparents, parents-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law or guardian.
3. Funeral of any relative named in item 2 and also uncle, aunt, nephew or niece. For other funerals, full deduction of pay shall be made.

**Ten-Month Employees:** Educational Support Personnel – 13 days / year

**Twelve-Month Employees:** Educational Support Personnel – 15 days / year

After three days of absence for personal illness, or as it may be deemed necessary in other cases, the employee may be required to furnish a physician's certificate as a basis for pay. Sick

days must be entered into ERMA and approved by the employee’s supervisor the day the employee returns from being off for the sick day.

**Unused Sick-Leave**

Upon separation of employment, unused sick days will be reported to IMRF.

**Vacation**

Twelve-month employees shall be eligible for paid vacation days earned during the fiscal year July-June. Vacation days are allocated according to the following schedule:

<b>Length of Employment</b>	<b>Monthly Accumulation</b>	<b>Maximum Vacation Leave Earned Per Year</b>
Less than 1 year		10 days prorated
Beginning of year 1 to end of year 2	0.83 days	10 days per year
Beginning of year 3 to end of year 5	1.25 days	15 days per year
Beginning of year 6+	1.67 days	20 days per year

Regular non-union full-time employees are allowed to carry over a maximum 10 vacation days. Vacation balances in excess of 10 days will permanently expire if not used by July 1<sup>st</sup>.

Vacation days must be entered into ERMA and approved by the employee’s supervisor prior to the day being taken off.

Regular part-time employees are not eligible for vacation days.

Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation. Used or unearned vacation days will be deducted from the final paycheck.

**Holidays**

Unless the district receives a waiver or modification of The School Code allowing it to schedule school on a holiday listed below, 12-month employees will be paid for, but will not be required to work on:

- |   |                                   |
|---|-----------------------------------|
| New Year’s Day (plus day before or after) | Labor Day                         |
| Martin Luther King Jr.’s Birthday         | Columbus Day                      |
| President’s Day                           | Veteran’s Day                     |
| Casmir Pulaski’s Birthday                 | Thanksgiving Day (plus day after) |
| Memorial Day                              | Independence Day                  |
| Christmas Day (plus day before or after)  |                                   |

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.

**Eligibility for Holidays**

Employees must work the last scheduled day before a holiday and the first scheduled working day following the holiday to be eligible for holiday pay unless time off on these days has been excused with pay (e.g., vacation and sick leave).

Only regular full time employees are eligible for full holiday pay.

Temporary employees are not eligible for holiday pay.

If a designated holiday falls within an employee's vacation period, the holiday is not considered a vacation day. Employees may take religious holidays not designated as a district holiday without pay. Prior approval in advance must be obtained from the employee's supervisor.

### **Personal Business Leave**

*(employees not covered by a collective bargaining agreement)*

Regular full-time educational support personnel are given two paid personal leave days per year. Personal leave must be entered into ERMA and approved by the employee's supervisor. Unused personal leave days shall convert to sick days at the end of each year.

Use of personal leave days are subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Supervisor two days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last 10 days of the school year, unless the Superintendent and/or designee grant prior approval.
3. Personal leave may not be used in increments of less than one half day.
4. Personal leave must be approved by the supervisor.

### **Leave of Absence**

The Board may grant any employee a leave of absence without pay for up to a two year maximum period. Upon written request of the employee at the expiration of the leave period, every effort will be made to offer the employee the same or similar position as to that which was held previous to the leave of absence. This same policy will apply to those employees called for military duty except the period of time will be the length of the military service. Employees absent or not employed over 50 percent of the school year will not be eligible for an annual increase.

## **Adjustment and Retirement Counseling**

### **Adjustment Issues**

1. Principals and supervisors carry prime responsibility to facilitate adjustment issues.
2. The Office of Human Resources stands ready to assist at any time.

### **Counseling Staff Members**

1. Every effort will be made to provide relevant information on retirement programs for any employee that requests such information from the Office of Human Resources.
2. Staff members may request information or assistance in relation to insurance, payroll

problems, or any other problem related to their employment with Crete-Monee School District 201-U by contacting the Benefit's Coordinator.

## **General Benefits for Support Personnel**

### **Insurance**

1. Employees must work 30 hours per week or more to qualify.
2. Hospital and Major Medical Insurance as provided in the plan.
3. Dental Insurance as provided in the plan.
4. Term Life Insurance - \$20,000
  - a. Ten, Eleven and Twelve-month Employee Term Life Insurance will be an amount equal to 1 times your basic annual earnings, rounded to the next higher \$1,000 plus \$20,000.

### **Salary Placement for Support Personnel**

1. New employees without job-related experience will begin at the starting hourly salary as indicated by category.
2. Comparable job-related experience outside the district will be recognized on a two-years-for-one basis with a maximum of three years granted. Three percent of the base salary will be awarded for each year of experience, up to a maximum of nine percent.
3. Employees may receive an annual percentage increase in salary as established by the Board of Education and based on the recommendation of the immediate supervisor on the basis of performance, and review by the Office of Human Resources.
4. Consideration for salary increases will take place for the new fiscal year on July 1st.

### **Retirement**

1. All Educational Support Personnel who work 600 or more hours per year will contribute to the Illinois Municipal Retirement Fund (IMRF), a retirement program for all non-teaching employees of public institutions and municipalities in the state.
2. The district contributes an amount as set annually by the IMRF for each employee.
3. Please refer back to the retirement section of this booklet that is listed under employee benefits.



## Acknowledging Receipt of Policy Manual and the Review of District's Professional Standards of Conduct

I have received a copy of District 201-U's employee handbook, specifying policies, practices, and regulations, which I agree to observe during my employment with the district. A district supervisor or administrator also reviewed with me the district's professional standards of conduct and I had opportunities to ask questions on anything that I did not understand. I understand that it is my responsibility to be familiar with the contents of this handbook and to ask questions on any matters I do not understand.

---

Employee Signature

Date

---

Please Print

Building

Date

This signed receipt will be placed in each employee's personnel file each year.