



Crete-Monee School District 201-U
Unity Starts With "U"

Employee Handbook
2019-2020



CRETE-MONEE MIDDLE SCHOOL
COMETS



Respect · Accountability · Success



TALALA ELEMENTARY SCHOOL
You Decide Your Future!



Early Learning Center

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Introduction

Welcome to Crete-Monee School District 201-U. Whether you are a new employee, or this is the beginning of another year on your journey with us, your contributions are highly valued and greatly appreciated. What each and every employee does every day has the potential to impact a great many people. Working together to help our employees make this impact overwhelmingly positive is a primary focus of the administration and the Board of Education. When our young people look back upon their time in our District, we all strive to make their memories both meaningful and life affirming. It takes the effort of everyone to make this happen. What you do matters, and you matter!

This manual has been designed to provide information regarding policies, procedures, and available benefits to employment with our school District. Questions about the contents of this handbook may be directed to your supervisor, or to the Office of Human Resources. Questions regarding your collective bargaining agreements, if one applies to your position, must be directed to the appropriate association representative for your bargaining unit.

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.

It is understood that this handbook is not necessarily exciting to read. However, it is essential that all employees know and understand the information contained within. This handbook is updated on an annual basis and should be reviewed at least annually so that employees will know and understand any changes. Please be sure to keep this handbook in an easily memorable and accessible location so that you may reference it as needed throughout the year.

Employee Handbook Changes

Section	Nature of Changes	Pg No.
Equal Opportunity and Minority Recruitment	Update to include current policy language and complaint managers per Policy 5:20	6
Tuition Reimbursement (Teachers Only)	Delete Section	-
Hiring and Onboarding	Retitle from “Policies Regarding Employment”	7
Employee Orientation Program	Update to include the purpose	10
Immigration Law Compliance	Employee must complete I-9	10
Background Checks	Update to include databases searched and uses of information	10
Physical Examination	Add Section	10
Employment Classifications	Update to reflect current practices	11
Schedules and Employment Year	Update to reflect current practices, work week information, and add emergency closure information	12
Hiring Process	Retitle from “Initial Contact and Interviews”, update current policy and procedure language, add information for current employees applying for other positions/transfer.	14
Selecting and Appointing Applicants	Delete Section	--
Job Descriptions	Retitle from “Position Descriptions” – update with current information.	14
Posting of Positions	Remove references to bulletin board, add web based locations of job postings.	14
Transfers	Update with current process	14
Confidentiality of Internal Information	Add Section – defines internal information and duty to maintain integrity and confidentiality of such information.	15
Abused and Neglected Child Reporting	Update with current policy and procedure information	24
Release of Credit Information	Update to state that an administrator must sign the released materials.	26
Dress Guidelines	Add clarifications to bulleted items, add slip, trip, and fall information	27
Fundraising	Corrected grammar and clarified provisions	28
Employee Safety	Reorganize to highlight key safety actions to be taken by employees	29
Injured on the Job	Added language indicating requirements to return to work	29
Access to Personnel Files	Added File Custodian and File Request Contact Information – updated with current policy information.	30
Overtime Compensation	Update to reflect policy and current practices	32
Tuition Reimbursement	Updated with current information	36
Credit Unions	Updated with current information.	37
Employee Assistance Program (EAP)	Removed outdated information.	36

Tax Sheltered Annuities	Update with 2019 contribution limits	37
Expense Reimbursement	Add electronic submission option for reimbursement requests	38
Employee Absences & Leaves	Retitle Section	39
Temporary Illness or Incapacity	Add Section with appropriate policy information	40
Personal Business Leave	Update Section with current practices	40
Bereavement Leave	Update Section with current practices and language	41
Family Medical Leave Act	Update with current language and military components	42
Jury Duty	Retitle section and add policy information regarding attending court for District business.	48
Notification of Absence/Entering Leaves	Add Section – Change to Frontline from ERMA	49
Prohibitions and Considerations	Add Section – Highlighting important reminders and prohibitions	50
Social Media	Added Section with policy specifically regarding social media.	51
E-Policies	Add definitions, updates email retention, update acceptable communications methods, update permitted general access to include requirement to sign authorization	52
Management Access to Technology Resources	Add section entitled “Internet Safety”	57
Suspension Without Pay	Add Section	64
Time Keeping	Removed mention of specific systems, indicated responsibility for timekeeping is upon the employee and consequences for failure to do so.	66
Compensatory Time Off	Updated with current policy and practice.	66
Sick Days, Vacation, Holiday, and Leaves	Updated with current policy and practice.	67

Equal Opportunity & Minority Recruitment

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

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.

Non-Discrimination Statement

Crete-Monee School District 201-U does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; other legally protected categories; and provides equal access to the Boy Scouts and other designated youth groups. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act.

Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights guaranteed by the State or FEDERAL Constitution, State or Federal Statute, or Board Policy, or have a complaint regarding any of the following:

- Title II of the Americans with Disabilities Act
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- Title VI of the Civil Rights Act, 42 U.S.C. §2000d *et seq.*
- Equal Employment Opportunities Act (Title VII of the Civil Rights Act, 42 U.S.C. §2000e *et seq.*)
- Sexual harassment (State Officials and Employee Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
- Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
- Bullying, 105 ILCS 5/27-23.7
- Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
- Curriculum, instructional materials, and/or programs
- Victims' Economic Security and Safety Act, 820 ILCS 180
- Illinois Equal Pay Act of 2003, 820 ILCS 112

- Provision of services to homeless students
- Illinois Whistleblower Act, 740 ILCS 174
- Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513 and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff *et seq.*
- Employee Credit Privacy Act, 820 ILCS 70.

The Complaint Manager will first attempt to resolve complaints without resorting to the grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, school business days means days on which the District's main office is opening.

Filing a Complaint

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

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by policy 2:260, *Uniform Grievance Procedure*.

The Complaint Manager will investigate the complaint or appoint a qualified person to

undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student, under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent, the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four under “Decision and Appeal” below.

Decision and Appeal

Within five school business days after receiving the Complaint Manager’s report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent’s decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent’s decision or direct the Superintendent to gather additional information. Within five school business days of the Board’s decision, the Superintendent shall inform the Complainant and the accused of the Board’s action.

For complaints containing allegations involving the Superintendent, within 30 school business days after receiving the Complaint Manager’s report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

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

No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules, or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers. The Superintendent shall keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers. The Superintendent or designee shall ensure that students, parents/guardians, employees, and members of the community are informed of the contact information for the District's Nondiscrimination Coordinator and Complaint Managers on an annual basis.

Nondiscrimination Coordinator

Ghantel Perkins
Director of Teaching and Learning
1500 Sangamon Street
Crete, IL 60417
Email: perkinsg@cm201u.org
Phone: 708-367-8300

Male Complaint Manager

Brian Wortel
Director/Coordinator
Monee Education Center
5154 Main Street
Monee, IL 60449
Email: wortelb@cm201u.org
Phone: 708-367-2660

Female Complaint Manager

Ghantel Perkins
Director of Teaching and Learning
1500 Sangamon Street
Crete, IL 60417
Email: perkinsg@cm201u.org
Phone: 708-367-8300

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Affirmative Action

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.

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. The orientation program is designed to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the Acknowledgement of Mandated Reporter Status Form.

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. Each newly hired employee must complete an Immigration and Naturalization Service Form (I-9) as required by federal law.

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 chaperons working with students will be subject to fingerprinting and a background check. Additionally, the District is required by law to check the Statewide Sex Offender Database and Violent Offender Against Youth Database. The Superintendent or designee shall notify an applicant if the applicant is identified in either database.

The Illinois School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, Stat Superintendent, State Education Preparation and Licensure Board, any other person necessary to the hiring decision, or for purposes of clarifying the information, the Department of State Police and/or Statewide Sex Offender Database.

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 offences in 105 ILCS 5/10-21.9.

Physical Examination

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease.

The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination if the examination is job-related and consistent with business necessity.

Employment Classifications

The following are the 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.

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.

Probationary Status

An employee is considered **probationary** (*not applicable to employees under contractual bargaining agreements*) during the first six months of employment for any regular full-time or regular part-time employee. The employee will be evaluated on one or more occasions during the probationary period. 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.

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 an 8.5-hour work day. The District provides a 30 minute, unpaid, duty free lunch and 30 minutes of break time for employees who work 7.5 continuous hours or longer. Break time must be used within the first 5 hours of the employee's 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 electronic adjustment and approval process.

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

Twelve-Month Employees

Twelve-Month employees work daily (Monday through Friday) except holidays and earn vacation time. On days when school sessions are cancelled due to emergency situations and certificated personnel are not required to report for work, twelve-month employees are required to do one of the following:

- Report to work as scheduled,
- Utilize a benefit day (i.e. sick, personal, vacation, etc.) relevant to the reason for not reporting to work, or
- Work from home, provided the employee has signed an agreement with his/her supervisor indicating that work from home is approved.

In extreme conditions including, but not limited to the governmental declaration of a state of emergency, the Superintendent may determine that twelve-month employees do not need to utilize one of the above three options. Such a decision will be clearly indicated in the emergency closure announcement.

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. On days when school sessions are cancelled due to emergency situations and certificated personnel are not required to report for work, eleven-month employees are required to do one of the following:

- Report to work as scheduled,
- Utilize a benefit day (i.e. sick, personal, etc.) relevant to the reason for not reporting to work, or
- Work from home, provided the employee has signed an agreement with his/her supervisor indicating that the work from home option is approved.

In extreme conditions including, but not limited to the governmental declaration of a state of emergency, the Superintendent may determine that eleven-month employees do not need to utilize one of the above three options. Such a decision will be clearly indicated in the emergency closure announcement.

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

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 (CMEA) as the exclusive bargaining agent for all certified teaching personnel (Article 1.1).

The Board of Education recognizes the Association of Crete-Monee Employees (ACME) 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-certificated school nurse, food service staff, school building secretaries and administrative assistants, security staff, custodians, clerks, bookkeeper-payroll position, student services facilitator, student services staff, and technical theater director (Article 1.1).

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

Hiring Process

The hiring process is coordinated by the Office of Human Resources using procedures contained in the District Hiring Procedures Manual. For information regarding the hiring process, please contact the Office of Human Resources.

Current employees wishing to apply for vacancies which occur in the District are encouraged and invited to do so by utilizing the online application system accessible through the District website. All employees who apply and are fully qualified for the vacant position will receive consideration. 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.

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity, nepotism, and minority recruitment.

All applicants, including current employees, must complete the appropriate application in order to be considered for employment.

Job Descriptions

The Office of Human Resources will maintain and provide job descriptions for full-time positions within the District. Job descriptions will be maintained in an online platform accessible by employees, and may also be directly requested by contacting the Office of Human Resources.

The job descriptions will include training and experience requirements in addition to the job requirements of the employee. Any questions about a job description may be directed to the Office of Human Resources or the appropriate supervisor.

Posting of Positions

All position vacancies in the District shall be posted via the online application system which may be accessed through the District website at www.cm201u.org. Postings may also be maintained on sites such as www.k12jobspot.com and www.illinoiseducationjobbank.com. Other sites and publications may be utilized as appropriate to help ensure a sufficient applicant pool. For more information regarding job postings, please contact Human Resources.

Transfers

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. Transfers may also be requested by applying for any vacant position via the online application system.

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.

V

Confidentiality of Internal Information

District employees are responsible for maintaining the integrity and security of all internal information and the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed School Board meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees.

Failure to maintain the confidentiality and integrity of internal information may be a violation of state law, federal law, and/or Board of Education policy. Such violations are subject to discipline up to and including dismissal from employment.

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

Mandated Reporting

All District employees are mandated reporters.

Employees do not need permission from the District to report suspected abuse or neglect of a child to DCFS.

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, and abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline 800-25-ABUSE or 217-524-2606, and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.

The report shall include, if known:

1. The name and address of the child, parent/guardian names, or other persons having custody;
2. The child's age;
3. The child's condition, including any evidence of previous injuries or disabilities; and
4. Any other information that the reporter believes may be helpful to DCFS for its investigation.

The employee shall also promptly notify the Superintendent or Building Principal that a report has been made.

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

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Abused and Neglected Child Reporting Act (ANCRA)

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect. All District employees shall:

- Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS.
- Complete mandated reporter training as required by law within one year of initial employment and at least every five (5) years after that date.

The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

Special Superintendent and Board Member Responsibilities

The Superintendent shall execute the requirements of ANCRA whenever another School District asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing when he or she has reasonable cause to believe that a license holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

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

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 Office 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 and an administrator must sign the released materials.

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 must 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 or Supervisor.

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. It is strongly recommended that employees not only adhere to the guidelines listed below, but also adhere to guidelines applicable to students. It is well known that students learn from the examples set by adults. Adults who demonstrate professionalism, good taste, good hygiene, and respectful dress send a message to our students that such behavior is expected from all students and employees.

Guidelines:

- Skirts should be no shorter than 4 inches above mid-knee.
- No cleavage should show.
- No bare midriffs or areas where undergarments are traditionally worn should be exposed.
- 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).
- As a general rule, denim jeans are not considered professional dress. However, when authorized by administration, 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.

The Bureau of Labor Statistics (BLS) indicates that more than 60,000 foot injuries per year result in lost work days. BLS further cites that 75% of foot injuries among workers occur when workers do not comply with guidelines recommending footwear. In 2017, BLS published 260,660 injuries as a result of slip, trip, or fall.

For these reasons, 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, crocks or sandals. It is further recommended that 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 who 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. Fundraising or awareness campaigns for humanitarian causes that are sponsored by a school or a school organization are permitted, but 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 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. Key requirements for ensuring safe schools include, but are not limited to the following:

- All adults must be easily identified.
- Employees will be required to wear or carry an ID badge.
- Visitors must wear a temporary badge or sticker provided by the school office.
- Employees must follow the established sign-out procedure in order to leave the building, department, or site during the work day. Sign out procedures may differ by building, however, notification of an administrator and authorization to leave the building are to be part of each building's sign out procedures.
- 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, but not limited to:
 - Use of protective clothing, devices, or equipment.
 - Attendance at all training sessions related to employee's job description, and following the directions of warning signs or signals, or the commands and/or directions of supervisory personnel.
- Employees will notify their supervisor of any existing situation which presents a safety or health hazard.

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.

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 online or 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 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. Failure to report an injury or illness 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 an injury on the job 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). The employee is obligated to provide the employer with a written medical care provider release to return to work, which must include whether or not any restrictions or accommodations are requested. If restrictions or accommodations are requested, the release should indicate the length of time for the restrictions or accommodations to be in place and/or the date of the next appointment during which the restrictions or accommodations will be reconsidered. The Office of Human Resources will make the determination whether requested restrictions or accommodations are reasonable and may be implemented.

If an employee feels the need to elevate themselves above the ground/floor for purposes of hanging material, student work, bulletin boards, decorations, etc., he/she 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 Office 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(s), employees may review their personnel records. The file custodian(s) 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.

Records Review Requests

Cheryl Hineline
Administrative Assistant-
Human Resources
1500 Sangamon Street
Crete, IL 60417
Email: hinelinec@cm201u.org
Phone: 708-367-8300

Records Custodian

Harrison Neal
Assistant Superintendent of
Human Resources
1500 Sangamon Street
Crete, IL 60417
Email: nealh@cm201u.org
Phone: 708-367-8300

Personnel records are maintained in accordance with state law, federal law, and Board of Education policy. Records are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office.

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

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

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 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

A non-exempt employee shall not work overtime without his or her supervisor's express approval. Failure to secure such approval prior to working overtime hours may result in employee discipline up to and including dismissal from employment.

Supervisors of non-exempt employees shall:

- Monitor overtime use on a weekly basis and report such use to the business office or human resources as directed,
- Seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated,
- Ensure that overtime provisions of Board Policy and the FLSA are followed, and
- Ensure that employees are compensated for any overtime worked.

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. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off (See Compensatory Time off section of Handbook for further details.)

Accurate and complete time sheets of actual hours worked during the workweek shall be signed (in writing or electronically) by each employee and submitted to the business office. The Business Office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent.

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 website.

Discontinuance of Employment

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.

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 ten (10) 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.

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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)

Tuition reimbursement may be available to teachers under the terms of the collective bargaining agreement with the Crete-Monee Education Association. Employees should refer to this contract for more details concerning this benefit.

Resignation

Employees choosing to resign from the District are expected to give a minimum of two (2) weeks' 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.

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. Benefits include: retirement benefits, disability benefits and death benefits.

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

All eligible new hires upon completion of enrollment documents receive information regarding how to retrieve documents detailing their 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>.

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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 the Office of Human Resources or their employee bulletin board for contact information.

Credit Unions

When available, Crete-Monee School District may offer employees access to available credit unions. 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)

OMNI 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 vendor 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 Human Resources.

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 2019 is \$19,000.

Employee Catch-up Contributions: Age 50 Catch-up in 2015 is \$6,000.

Employees with 15 years of service with a public school system 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, or follow the appropriate instructions to electronically submit the request for reimbursement. All itemized 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. Ten (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.

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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:

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

Temporary Illness or Temporary Incapacity

During a period of temporary incapacity, income received from other sources (worker's compensation, District-paid insurance programs, etc.) will be deducted from the District's compensation liability to the employee. The Board of Education's intent is that in no case will the employee who is temporarily disabled receive more than 100% of his or her gross salary.

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

If illness, incapacity, or any other condition causes a teacher or other licensed employee to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may begin dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act. The Superintendent may recommend this paragraph's use when circumstances strongly suggest that the teacher or other licensed employee returned to work intermittently in order to avoid this paragraph's application. This paragraph shall not be considered a limitation on the Board's authority to take any action concerning an employee that is authorized by State or federal law.

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

Personal Business Leave

Personal business leave shall be used only for matters which cannot be handled during non-school days or hours. Available personal leave may be used for the observance of recognized holiday of

employee's faith. Unused personal leave shall accumulate as sick leave. Except in case of emergency, personal business leave shall be requested at least forty-eight (48) hours in advance. Emergency requests after that time must be accompanied by an explanation of the emergency. Personal days may be denied if these time frames and/or conditions of request are not met.

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, on an institute or early dismissal day, 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

Bereavement leave is paid leave allowing an employee to attend the funeral of a member of the employee's family as follows:

- Up to five (5) days of non-cumulative bereavement leave per occurrence will be granted to each employee who is eligible for sick leave benefits to attend the funeral of any relative who is considered immediate family. Immediate family for these purposes is defined as spouse, civil union partner, parents, or children.
- Up to three (3) days of non-cumulative paid bereavement leave per occurrence can be used by each employee who is eligible for sick leave benefits in the event of the death of a brother, sister, 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.
- Up to three (3) days of non-cumulative paid bereavement leave per fiscal year will be granted to each employee who is not eligible for sick leave benefits to attend the funeral of any relative who is considered immediate family as defined above.

Additional bereavement leave must have the permission of the Superintendent or designee, and an employee's accumulated sick leave days must be used for the additional leave. 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

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act. The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

Leave may be granted for any of the following reasons:

- The birth and first-year care of a son or daughter.
- The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement.
- The serious health condition of an employee's spouse, child or parent.
- The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
- The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided in federal rules.
- To care for the employee's spouse, child, parent, or next of kin who is a covered service member with a serious injury or illness as provided by federal rules.

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. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of

previous employment that occurred more than 7 years before the date of the most recent hiring, except when the service break is due to National Guard or Reserve military service, or when a written agreement exists concerning the District's intention to rehire the employee.

Duration

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period beginning July 1 and ending June 30 of the next 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.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered service member (defined in the federal rules) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered service member begins.

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.

Requesting Leave

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 Lyle Neal, 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.

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.

Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

- When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.
- When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.
- When the leave is to care for a covered service member with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered service member.
- When the leave is because of a qualified exigency, the employee must provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

This certification form will be provided by the Office of Human Resources and must be completed by the appropriate health care provider as described above.

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.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every 6 months in connection with any absence by an employee needing an intermittent or reduced schedule

leave for conditions with a duration in excess of 6 months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

Pay During Leave

Except as provided in this paragraph, all FMLA days are without pay. However, an employee may use accrued compensatory time, vacation, and personal days for any covered FMLA leave, and 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. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement.

Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full work week period during which the employee would not have been required to work, including summer break, winter break, and spring break, is not counted against the employee's FMLA leave entitlement.

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. Any share of health premiums being paid by the employee before taking the leave must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e. within 2 business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for 8 consecutive weeks whether he or she intends to return to work.

Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

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 the 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 months 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 and Court 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.

The District will pay full salary during the time an employee is absent due to court duty, or pursuant to a subpoena, serving as a witness, or having a deposition taken in any school-related matter pending in court. The District will deduct any fees than an employee receives for such duties, less mileage and meal expenses, from the employee's compensation, or make arrangement for the employee to endorse the fee check to the District.

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.

Notification of Absences/Entering Leaves

Beginning July 1, 2019, all absences are to be recorded in Frontline's Absence Management system (formerly AESOP). Absences will no longer be recorded in Skyward or ERMA.

Absence Defined

An employee is considered "absent" when he/she is not performing his/her duties and responsibilities for a minimum of ½ of a shift/day.

Absence/Leave Balances

Updated absence/leave balances will be entered into Frontline Absence Management no later than July 15. Leave balances will be entered for any type of leave for which an employee in his/her classification is granted paid leave, such as vacation, sick, personal, bereavement, etc.

It is the employee's responsibility to verify the accuracy of their absence/leave balances each year. Any dispute regarding the accuracy of the absence/leave balance(s) must be made in writing (via email) to the Assistant Superintendent of Human Resources, no later than Noon on August 30, or the next available work day if August 30 is a holiday or weekend. All disputes will be reviewed and receive a response no later than the Friday after Labor Day. If an extension of time is necessary, the response will include the date by which a final response will be delivered. The decision of the Assistant Superintendent is final, unless a collective bargaining agreement allows for a grievance procedure to be followed to continue the dispute.

Recording Absences

Absences may be entered only for half-day (AM or PM) or a full-day. Hourly absences are not **allowed**. Absences are to be recorded at least two hours prior to the start of the workday by entering them into Frontline Absence Management. Absences determined after that time must be reported directly to the employee's supervisor or supervisor's assistant to have the absence entered on his/her behalf. Such notification requires the length of the absence, type of absence, and wherever necessary, appropriate reason for the absence.

Bereavement Leave requests must indicate the relationship of the deceased to the employee for purposes of determining eligibility for bereavement leave.

School Business/Professional Development Absences

School Business is defined as work completed on behalf of the District, but which requires the employee to be out of his/her regular responsibilities and assignment for ½ day or more. School business may include, but is not limited to:

- Committee work (including curriculum committees)
- Early release for athletic or activity coaching responsibilities due to scheduling of competitions outside the control of the District
- Special Education case management
- Administering assessments to students
- Other activities as approved by the superintendent or an assistant superintendent

Professional Development absences are defined as attendance at specialized training, formal

education, or advanced professional learning, which requires the employee to be out of his/her regular responsibilities and assignment for ½ day or more. Professional development absences may include, but are not limited to:

- Conferences, workshops, or symposia within the District
- Conferences, workshops, or symposia outside of the District
- Attendance at courses approved and mandated by the District as a condition of employment
- Other activities as approved by the superintendent or an assistant superintendent

When entering a professional development or school business day into Frontline Absence Management, the employee must indicate the following to receive approval for the request: (1) The title of the school business activity or professional development opportunity, (2) the location of the opportunity or activity, and (3) who is sponsoring or paying for this activity or opportunity.

Unpaid or “Docked” Absences

A dock absence is any absence that is unpaid. This primarily occurs for one of two reasons: (1) the absence is not allowable under available benefit or leave days (i.e. sick, personal, vacation, etc.), or (2) the employee has exhausted his/her allotment of benefit or leave days. Unpaid (dock) absences are only allowed in the case of a Board approved leave, or if *prior* approval is given by the Assistant Superintendent of Human Resources. Essentially, if any absence must occur without pay or use of a benefit day, the Office of Human Resources must be contacted.

Dock absences may be considered as an abandonment of duties or responsibilities. Unauthorized dock absences may result in employee disciplinary action up to and including dismissal from employment. Such determination will be made by the Superintendent or designee and will follow all necessary procedures and/or Collective Bargaining provisions where appropriate.

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Prohibitions & Considerations

Included within the following section are a wide variety of important considerations when utilizing District technology. However, some of the most important prohibitions and considerations are highlighted here. It is important to note that these highlighted items are not all inclusive and the entire section should be read thoroughly to ensure a full understanding of all policies, prohibitions and considerations.

- Always use a District-provided or supported method to communicate with students and their parents/guardians.
- Remember, all District electronic communications are eligible for Freedom of Information Act requests. If you do not want to see it on the evening news, it is best not to communicate it via these communication systems.
- As a rule, District employees should never use personal technology to communicate with students about school matters.
- Any use of personal technology to communicate with students must be reported both to the appropriate supervisor and the parent of the student within one (1) school day. Such

communication shall include the full content of the message communicated. All such communications are to be produced on demand by the parent or the supervisor.

- Do not share, transmit, or publish information about or images of students without proper approval from an immediate supervisor.
- Do not use District logos without permission.
- Follow all copyright laws.
- Limit personal use of technology to emergencies, breaks (out of sight and hearing of students), and duty-free lunch periods.
- Do not represent yourself as speaking on behalf of the District or Board of Education. Make a deliberate effort to disclaim District or school endorsement of any remarks made.
- Understand that you assume any and all risks associated with the use of personal technology and social media. This includes if students view or access inappropriate content via your personal technology.

Social Media

This section provides guidance for employee use of social media, which should be broadly understood for purposes of this section to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others. All District employees who utilize social media shall:

1. Adhere to the high standards for appropriate school relationships and professionalism at all times, regardless of the ever-changing social media platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by School Board Policy and federal or state law.
2. Do not use social media to share, publish, or transmit information about or images of students without proper approval from an immediate supervisor. Do not post or publish information, anecdotes, or images of District events, including of other staff members, on social media sites without express or implied approval from the supervisor or except where the staff member has a legal right to convey the information, anecdote, or image in such a manner.
3. Use social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.

Acceptable Use Includes (but is not limited to)

1. Employees are allowed to associate themselves with the District when posting to their personal sites, but they must clearly brand their online posts as personal and purely their own. Content such as racial slurs, ethnic, sexual, religious, pornographic, harassing, physical disability slurs, or posts/statements that can create a hostile work environment will not be tolerated and the District shall not be held liable for any repercussions the employee's conduct may generate.
2. Employees are allowed to create a District-approved webpage for the purpose of disseminating school related events only. This will be a one-way communication. Content such as racial

- slurs, ethnic, sexual, religious, pornographic, harassing, physical disability slurs, or posts/statements that can create a hostile work environment will not be tolerated and the District shall not be held liable for any repercussions the employee's conduct may generate.
3. Employees will adhere to Board Policies 5:120 Employee Ethics; Conduct; and Conflict of Interest, 6:235 Access to Electronic Networks, and 23 Ill.Admin.Code Part 22, Code of Ethics for Illinois Educators.
 4. Employees are not to publish, post, or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Office of Human Resources and/or their supervisor.
 5. Employees should get appropriate permission before referring to or posting images of current or former employees, students, vendors, or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks, or other intellectual property before posting.
 6. Subject to applicable law, after hours online activity that violates the District's policies and/or Code of Ethics may subject an employee to disciplinary action or termination.
 7. Employees shall keep District related social media accounts separate from personal accounts.
 8. Social media use should not interfere with an employee's responsibilities. District computer systems are to be used for business purposes only. Personal use of social media networks or personal blogging of online content during the work day could result in disciplinary action or termination.

District E-Policy

It must be 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.

Definitions

Authorized users include, but are not limited to employees and all others whose access has been authorized by administration.

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; Chromebooks; PDA's; Smart phones; USB devices; and voicemail systems.

Personal technology includes, but is not limited to, any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores

information, or (3) accesses the Internet, or private communication or information networks.

Social media includes media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue.

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.

Employees must successfully complete District-approved training before being given access to some of the District's information technology resources.

Each staff member must sign the *Authorization for Access to the District's Electronic Networks* as a condition for using the District's electronic network.

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, phones, or any other non-portable technology 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 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. It should be noted that the District follows all applicable state and federal laws regarding retention of emails and their release to outside parties under certain conditions.

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.

Internet Safety

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

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

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. If you are unsure whether a communication method is acceptable, please speak with your supervisor.

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 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 must 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, 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.

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, and should never compromise the professionalism, integrity and ethics in their role as a District 201-U professional.

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.

(Where collective bargaining agreement(s) conflict with the following information, the collective bargaining agreement shall be followed.)

Performance Review and Salary Increases

Upon initial hire, each non-certified employee serves a probationary period during which begins on the first day of employment and ends 180 days later. During this probationary period, a performance review will be conducted and the supervisor/manager and employee will meet to discuss said performance review. 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. If an employee has served for at least five years in the District and has earned an “excellent” performance review rating, the employee may be evaluated every other year.

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 performance review is expected to be discussed in person between the supervisor and the employee at a performance review meeting. The employee will be notified in writing 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, while encouraging two-way communication. The discussion should be conducted in a positive manner, in complete privacy, and with limited or 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 employee’s 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 may 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.

All salary changes are set by the Board of Education and do not become official until approved publicly at a meeting of the Board.

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.

Suspension Without Pay

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

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

All non-union employees are required to follow appropriate timekeeping and attendance registration procedures as directed by their supervisor, the Business Office, and/or the Human Resources Office. Employees are responsible for ensuring that their time is properly accounted for and that the accounting is accurate. It is strictly forbidden and grounds for immediate termination for an employee to sign another employee in or out. All time worked must be approved by the appropriate supervisor. Failure to follow appropriate procedures to submit time worked may result in a delay in processing the employee's payroll for the relevant pay date.

Compensatory Time Off

(employees not covered by a collective bargaining agreement)

This policy governs the use of compensatory time-off by employees who are covered by the overtime provisions of the Fair Labor Standards Act. 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.

At the discretion of the District, 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 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. The employee further is not allowed to accumulate additional 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 the District's operations. The employee's supervisor must approve a request to use compensatory time-off.

Upon termination of employment, an employee will be paid for unused compensatory time at the higher of the average regular rate received by such employee during the last three years of employment or 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 the appropriate absence management system 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:

Length of Employment	Monthly Accumulation	Maximum Vacation Leave
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		Earned Per Year
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 1st.

Vacation days must be entered into the appropriate absence management system 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 Frontline Management 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, on the day of an early dismissal or institute, 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

New employees without job-related experience will begin at the starting salary as indicated by category. Comparable job-related experience outside the District will be recognized in accordance with the non-union compensation program approved by the Board of Education. 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. Consideration for salary increases will take place for the new fiscal year on July 1st, or as soon as possible thereafter if deemed necessary by the Board of Education.

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 to the retirement section of this booklet under employee benefits.

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#dqg#kh# #

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.