



## **SUPPORT STAFF HANDBOOK**

- **Administrative Assistants/Office Staff**
- **Athletic Trainers**
- **Benefits Specialist**
- **Custodians**
- **Directors of Buildings & Grounds**
- **Interpreters**
- **Librarians**
- **Occupational & Physical Therapists**
- **Payroll Specialists**
- **Safety Monitors**
- **School Nurses**
- **Security Guards**
- **Support Employment Specialists**
- **Technology**
- **Theater Technicians**
- **All Other Non-Certified staff**

We're glad you're part of our team. When you come to work in Maine Township High School District 207, you become part of a team of administrators, teachers, and educational support staff who cooperate each day to provide a nationally recognized secondary education program for the young people of Maine Township.

As a Maine Township High School District 207 employee, we depend on you to manage the many tasks that make the business of our school district run smoothly. Your commitment is vital to the fine educational environment that has led Maine high schools to be acknowledged as among the nation's best. Please use this booklet as a handy reference on employment matters while you are a member of the District 207 team.

Dr. Kenneth Wallace  
Superintendent

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**REVISIONS:** EXPECTATIONS FOR EQUITY & ETHICS IN EMPLOYMENT, PAGE 7; VACATION DAYS UPON EXIT, PAGE 16.

**INTRODUCTION**

Maine Township High School District 207 personnel policies are designed to establish conditions that will attract and retain the best qualified support personnel who will not only fulfill the requirements of their positions, but also devote themselves to the education and welfare of Maine’s students. This document is intended to be descriptive only. **Nothing in this handbook is intended to nor shall create any contractual obligations of any kind.** This handbook may be modified or discontinued at any time by the School District. The Board of Education reserves the right to establish policy and procedure for all employees in accordance with *The School Code of Illinois*.

It is the policy of the Board of Education that its employees be appointed, retained, and promoted on the basis of effectiveness, efficiency, fitness for duty, and merit. Each employee is expected to give full and faithful service. The continuation of employment is based on satisfactory performance, acceptable behavior, allotment of a position, and the appropriation of sufficient funds to support the position. The Board does not retain employees who must be motivated by administrative or other external pressures to fulfill the requirements of their positions.

**HOURS OF WORK, LUNCH AND BREAK PERIODS**

The starting and dismissal time for each employee will be determined by the Associate Principal for Human Resource and Instructional Operations or the employee’s immediate supervisor and may vary according to the needs of the District. Employees who work a full day are allowed two 15-minute break periods when the work load permits such breaks. The elimination or shortening of lunch and/or break periods does not entitle the employee to use the time to leave early or to request overtime or compensatory time. There may be times throughout the work year when the administration may need to adjust the work schedule of support staff personnel to best meet the needs of the District. The maximum amount of accumulated compensation time is three times the total scheduled work hours per week.

With a large work force dispersed throughout many areas of the building, it is essential to have an easy method to check attendance. A central location has been selected in each building to sign in and out. Any additions to or deductions from salary are processed to the payroll department on a supplementary form signed by the employee, the immediate supervisor, and the Associate Principal for Human Resource and Instructional Operations and/or the Principal.

District 207 employees may purchase lunch in the employee or student cafeterias. They may also bring their own lunches to eat in the cafeteria or in other designated eating areas. Employees may leave the building during their lunch period.

POSITION	PAID WORK HOURS PER DAY	UNPAID LUNCH	TOTAL TIME AT WORK	TOTAL WORK HRS/WK	MAX. ACCUM. COMP TIME
ATHLETIC TRAINERS, CUSTODIANS, DIRECTORS OF BUILDING AND GROUNDS, SECURITY GUARDS, TECHNOLOGY, THEATER TECHNICIANS	8 HRS.	30 MIN.	8.5 HRS.	40	120
ADMINISTRATIVE ASSISTANTS/OFFICE STAFF, NON- CERTIFIED SCHOOL NURSES, LIBRARIANS	7.75 HRS.	45 MIN.	8.5 HRS.	38.75	120
SAFETY MONITORS, SUPPORT EMPLOYMENT SPECIALIST, OCCUPATIONAL & PHYSICAL THERAPISTS	7.5 HRS.	30 MIN.	8 HRS.	37.5	120

**SUPERVISION**

All support staff employee groups are supervised by a specific administrator at either the building or district level. The supervisors in charge are responsible for recruitment, interviewing, assignment, evaluation and disciplinary matters pertaining to the various support staff groups.

**JOB DESCRIPTION**

A job description provides a composite and distinguishable grouping of duties, responsibilities, and activities for a given position. A job description also provides a basis for determining hiring specifications, developing promotional relationships, evaluating employee performance, and ascertaining significant changes in the content of a position. For these reasons, a job description for each position in the District will be maintained. Copies of the job descriptions are located in the main office in each building. A job description will be created for each new position; and at the request of the supervisor, descriptions for current jobs will be rewritten if the employee's job duties and responsibilities are altered.

**WORKPLACE ATTIRE**

Each employee will be expected to dress in appropriate attire for their job assignment. Workplace attire and grooming must be neat, clean and appropriate for the work being performed and the setting in which the work is performed. Natural and artificial scents may also become a distraction from a well-functioning workplace, and are also subject to this policy. Supervisors should communicate their department's workplace attire and grooming guidelines to staff during the orientation and evaluation period. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor.

**TRAINING PERIOD**

All new support staff employees are subject to a one-year training period. During the training period, evaluations will be conducted at the end of the 4th working month; the end of the 8th working month; and the end of the 12th working month. Successful completion of the one-year training period does not qualify the support staff member to any form of guaranteed employment or continued contractual service, as the support staff employee is an "at will" employee of the District.

**EVALUATION**

Evaluation of all personnel is a duty and responsibility of the administration. Employees are evaluated annually by the supervisor. The completed evaluation is filed with the Principal and Assistant Superintendent for Gen. Administration, with a copy to the employee. *Sample evaluations can be found in Appendix A.*

**JOB CLASSIFICATIONS**

Based on an analysis of assigned responsibilities, job classifications have been established for some support staff categories. The job levels recognize differences in skill requirements and job responsibilities. Within the job levels, positions may be classified as twelve-month positions or school-year positions. A twelve-month employee works year round even when school is not in session. A school-year employee generally begins work five work days before the first day of teacher attendance and ends five work days after the last day of teacher attendance. Transferring from a school-year position to a twelve-month position or from a twelve-month position to a school-year position will not result in the loss of any accrued benefits.

**STEERING COMMITTEE**

A Steering Committee, usually consisting of the Superintendent, the Assistant Superintendent for General Administration, and the Assistant Superintendent for Business, meets on a regular basis as an advisory group concerning matters related to support personnel employment issues. The basic functions of the Steering Committee are to assist in policy review and development to approve job descriptions, to assist in the annual auditing of job descriptions, to review and act on requests for reevaluation of jobs, and to address concerns/issues expressed by the representatives of the various support staff groups.

All new job descriptions are evaluated and classified by the Steering Committee before being placed on the salary schedule. Any supervisor may request a reevaluation of a particular position. Such a request should be directed in writing to the Assistant Superintendent for General Administration.

**JOB VACANCIES**

Vacancies of support staff positions will be posted on the District website and in appropriate places in each building for a minimum of one week prior to the filling of the vacancy. Support staff personnel may be transferred

among the three buildings based on the needs of the District. The administration reserves the right to transfer support staff members regardless of seniority. Any vacancies arising after such transfers will be posted.

Notifications of vacancies that occur during the summer will be electronically mailed to school-year employees who request to receive such notifications. All requests to receive summer vacancy notices must be made, in writing, to the Assistant Superintendent for General Administration by June 1 each year.

## **PROMOTIONS**

Promotions are based on several factors including but not limited to dependability, performance, ability, skills acquisition, previous experience, competence, needs of the District, and seniority. If, in the judgment of the administration, the applicants rate equally on all job factors except seniority, then the most senior employee will be recommended.

## **ABSENCES**

When reporting a planned absence, you should enter it into Skyward in advance and your supervisor will authorize it electronically.

In the case of an emergency or unplanned absence, please report your absence to your supervisor via a phone call or email. Upon your return to work, it is your responsibility to enter your absence into Skyward immediately upon returning.

All absences for reasons other than sick leave, bereavement leave, personal business leave, vacation, or jury duty will result in a pro rata deduction from salary unless otherwise excused by the Superintendent or the Superintendent's designee.

Refer to the Fringe Benefits Section for detailed information on personal business days, sick days, bereavement leave, and jury duty. For information on the Family and Medical Leave Act of 1993, see Appendix E.

## **LEAVE OF ABSENCE**

Support staff employees may be granted a leave of absence of up to one year without pay by the Board of Education. The request must be made in writing to the Assistant Superintendent for General Administration who will forward it to the Superintendent and Board of Education for approval. No leave of absence may be extended except by special action of the Board. An employee on a leave of absence must provide written notification to the Board of the intent to return to employment 30 days in advance of the termination date of the approved leave. If such notification is not provided, the employee forfeits the right to return to work.

## **PHYSICAL EXAMINATIONS**

Under certain circumstances, the Assistant Superintendent for General Administration or designee may require health examinations for employees during their employment in the District. The scheduling of such health examinations with a physician chosen by the District must be pre-approved through the office of the Assistant Superintendent for General Administration. Such examinations will be at the expense of the District. Health examination results must be submitted by the physician to the Assistant Superintendent for General Administration. A copy of the results may be made available to the employee through the office of the Assistant Superintendent for General Administration.

## **EMERGENCY SCHOOL CLOSING**

It is the general policy of the Board of Education that the schools are kept open in accordance with the established school calendar. However, the Superintendent has the authority to close any school or schools whenever conditions endanger the health and/or welfare of the students. If the school day begins, followed by an emergency school closing in which the support staff personnel are sent home, the employees are paid for a regular workday. If the Superintendent needs to close the schools due to inclement weather or another emergency, that day shall be a paid workday for all 12-month and school-year support staff employees; however, all 12-month employees may be required to report to work on days that are closed to students due to emergencies.

In most cases, no school-year support staff employees will be required to report to work on those days that are closed to students due to emergencies. Any 12-month support staff employee who cannot make it into work on an emergency closing day will be charged with an emergency personal business day or may elect to use a vacation day to account for their absence. The Superintendent reserves the right to allow 12-month support staff employees' additional time to report to work when weather and road conditions cause delays in normal commute times. The administration reserves the right to require specific school-year support staff personnel to report to work to assist in preparing the schools for opening following an emergency closing. Personal leave days and sick days that have been previously authorized for all school-year support staff employees will not be deducted from the employee's leave allotment on emergency closing days.

## **EMPLOYEE RECORDS**

Personnel records of each employee are maintained in the payroll office at the Administration Center and at the respective buildings. Information contained in personnel records is considered privileged information and may be furnished only to authorized employees or others as permitted by law with the approval of the Assistant Superintendent for General Administration in accordance with Board policy. Access to official District personnel records and payroll records maintained at the administration center may be granted to the employee upon request to the Assistant Superintendent for General Administration. Examination of these records will take place at and be coordinated through the office of the Assistant Superintendent for General Administration.

## **SOCIAL SECURITY NUMBERS / ALSO, SEE APPENDIX H – IDENTITY PROTECTION ACT**

The school District treats social security numbers (SSN's) confidentially. It uses SSN's for one or more of the following reasons:

1. Employment matters, e.g., income reporting to IRS and the IL Department of Revenue, tax withholding, FICA, or Medicare.
2. Verifying enrollment in various benefit programs, e.g., medical or disability insurance and veterans' programs.
3. Filing insurance claims.
4. Internal verification or administrative purposes.

In addition, State law authorizes and/or requires the District to use or disclose SSNs in specified circumstances including, without limitation, in the following circumstances:

1. Disclosing SSN's to another governmental entity if the disclosure is necessary for the entity to perform its duties and responsibilities;
2. Disclosing a SSN pursuant to a court order, warrant, or subpoena; and
3. Collecting or using SSN's to investigate or prevent fraud, to conduct background checks, to collect a debt, or to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act.

If you have questions or concerns, please contact Ms. Mary Kalou, 847.692.8025 or Mr. Greg Dietz, 847.692.8056.

## **ACCIDENT REPORTING**

***IN AN EMERGENCY SITUATION, CALL 911 IMMEDIATELY.*** All employee injuries must be reported to the supervisor in charge who will then complete an accident report. When a staff member, in the course of fulfilling his/her responsibilities to the District, is injured and requires medical service, it is understood that the school nurse, if on duty, will determine the seriousness of the emergency and render treatment as appropriate. The employee or supervisor must also report the injury to Medcor for On-Line Injury Triage at 1-800-775-5866, available 24 hour/7 days a week. The Medcor medical professional will access the injury, recommend self-treatment and/or refer the employee to off-site treatment, and also file an injury report with the District's workers' compensation provider.

The District's preferred off-site provider for medical treatment is the Physician's Immediate Care (PIC) located at **Presence Center for Health, 123 S. Northwest Highway in Park Ridge**. The current hours at PIC are Monday–Friday, 8am to 8pm, Saturday & Sunday, 8am to 4pm, telephone 224-585-7000. This is a walk-in care center; you do not need an appointment.

All accidents involving personal injury or property damage, including automobile accidents, in which school personnel are involved while performing services for the District must be reported to the office of the Assistant Superintendent for General Administration.

### **UNIFORM GRIEVANCE PROCEDURE**

A grievance is a claim by an employee that there has been a wrongful application of rules, regulations, or policies governing the administration of salary, hours, or working conditions. The best approach to the solution of a problem is usually through informal communication between those involved. However, if a grievance is not resolved informally, an employee may use the Uniform Grievance Procedure which outlines specific methods for reporting the grievance to the immediate supervisor, to the Principal, to the Superintendent, and to the Board of Education. A copy of the Uniform Grievance Procedure is included as Appendix B of this handbook and is also available from the Associate Principal for Human Resource and Instructional Operations or the Assistant Superintendent for General Administration.

### **DISCIPLINE AND TERMINATION**

An employee who decides to leave the employment of the District is requested to file written notice of the intention to terminate with the Assistant Superintendent for General Administration at least two weeks in advance of the date of separation. Health insurance, dental insurance, group life and long term disability benefits will be terminated at the end of the month in which employment terminates unless otherwise required by law.

The employment relationship between the employee and the District is "at will". This means that the District and the employee have the right to terminate the employment relationship at any time, with or without notice or reason and without following any particular procedures. Employment with the District is for an indefinite duration, and not for any specific period of time. The District's benefits, policies or procedures, including but not limited to those described in the handbook, are not intended to and do not create an express or implied contract, and may be modified, disregarded or discontinued at any time by the District with or without notice or reason. No representative of the District, other than its Board, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. Any such general or specific commitments made by the Board must be in writing.

Employees are subject to discipline and termination from employment for unacceptable performance, misconduct, or any reason determined by the Board or the Superintendent or designee to be in the best interest of the District. Discipline may include a verbal reprimand, written reprimand, suspension with or without pay, transfer, demotion, dismissal or other appropriate action.

### **REDUCTION IN FORCE**

If support personnel are to be dismissed as a result of a decision by the Board of Education to decrease the number of support staff or discontinue some particular type of service, then a formal written notice must be given 30 days prior to dismissal. The law also requires that the employee with the shortest length of continuing service with the District in the employee's particular job category be dismissed first.

District 207 has developed a procedure and will post seniority lists for custodial staff, administrative assistants/office staff, safety monitors, security guards and technology staff annually in the Support Staff Handbook available from the Assistant Superintendent for General Administration and on the District website. Prior to a reduction in staff, building administrators will meet with the staff members to be dismissed. A copy of the Reduction in Force Plan is included as Appendix C.



## WORKPLACE REQUIREMENTS & POLICIES

### NON-DISCRIMINATION POLICY AND EQUAL EMPLOYMENT OPPORTUNITIES

The District shall operate in compliance with all federal and state laws, rules, and regulations prohibiting discrimination, including harassment, in the employment of personnel and in the provision of services, programs, and activities. The recruitment, hiring, and promotion of all non-certificated supportive staff shall be based on the personal abilities of the individuals and the needs of the District. Employment and personnel practices and the provision of services, programs, and activities shall be administered without regard to a person's race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, disability, unfavorable discharge from military service, or any other unlawful basis of discrimination, including harassment, as defined and provided by the Illinois Human Rights Act and all other applicable state and federal laws.

Employees shall not discriminate or retaliate against any individual because that individual has opposed any act or practice that the individual believes is discriminatory on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, or disability or because that individual made a charge, testified, assisted, or participated in any manner in an Office of Civil Rights investigation or in another discrimination-related investigation. Employees shall not coerce, intimidate, threaten, or interfere with any individual in the exercise or enjoyment of the protections or rights granted by Section 504, Title II, Title IV or the Age Act and Board of Education policy.

The Superintendent shall develop administrative regulations, establish a uniform grievance procedure and designate a complaint manager to implement this policy and meet the requirements of state and federal laws. Persons who believe they have not received equal employment opportunities should report their claims to a Complaint Manager for the Uniform Grievance Procedure (see Appendix B). No employee or applicant will be discriminated or retaliated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information. All applicants and employees may file a complaint of illegal discrimination by contacting one of the Complaint Managers below:

Mr. Greg E. Dietz, Assistant Superintendent for General Administration  
Maine Township High School District 207  
Administration Center  
1177 S. Dee Road  
Park Ridge, IL 60068

Ms. Mary Kalou, Assistant Superintendent for Business  
Maine Township High School District 207  
Administration Center  
1177 S. Dee Road  
Park Ridge, IL 60068

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

### DISCRIMINATION AND HARASSMENT INCLUDING SEXUAL HARASSMENT

No person shall be subjected to discrimination on the basis of a person's race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, disability, unfavorable discharge from military service, or any other unlawful basis of discrimination, including harassment, as defined and provided by the Illinois Human Rights Act and all other applicable state and federal laws.

Employees shall not discriminate or retaliate against any individual because that individual has opposed any act or practice that the individual believes is discriminatory on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, or disability or because that individual made a charge, testified, assisted, or participated in any manner in an Office of Civil Rights investigation or in another discrimination-related investigation. Employees shall not coerce, intimidate, threaten, or interfere with any individual in the exercise or enjoyment of the protections or rights granted by Section 504, Title II, Title IV or the Age Act and Board of Education policy.

The District shall provide a workplace environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by District policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

To file a complaint of discrimination, harassment or sexual harassment, please see the Uniform Grievance Procedure and form.

### **EXPECTATIONS FOR EQUITY & ETHICS IN EMPLOYMENT**

Employees of Maine Township High School District 207 are expected to exemplify the highest levels of respect and integrity as they are role models to the students, families, and fellow employees of the district. At all times, employees should comply with Board Policies outlined in Section 5 - General Personnel as well as all policies adopted by the Maine Township HSD207 Board of Education.

Maine Township High School District 207 employees should strive to embody the principles outlined in our District 207 Equity Statement:

- We recognize, embrace, and defend the identities, abilities, and voices of our diverse community.
- We value these multiple and unique identities, abilities, and voices as assets.
- We commit to an equitable and inclusive learning environment.

Employees should strive to be aware of their own social and cultural identities and lived experiences and how that can intersect and impact their interactions with students and colleagues remembering that your experiences are unique as are the lived experiences and realities of those in our school community. Harmful language based on identity (race, gender, sexuality, religion, ability) by employees or students, intended or unintended, is unacceptable. Employees are expected to take responsibility for creating safe spaces for all students and should contact their direct supervisor or building administrator if they need support or assistance in addressing any negative or harmful interactions that they observe among employees and/or students that are based on identities.

### **ANTI-NEPOTISM POLICY #1030**

The District generally shall not hire family members of any person employed by the District, unless there are exigent circumstances. Subject to the preceding sentence, two or more members of a family or relatives may be employed by the District in exigent circumstances and in the event of marriage of two District employees. However, good order, efficiency, fairness, and the appearance of fairness must be maintained and all substantive or apparent conflict of interest must be avoided. In order to avoid such conflicts, no person shall be placed or serve in a certificated or support position where a family member or relative has authority to supervise, appoint, terminate, discipline, evaluate or audit the work of such person, or to recommend such actions.

For the purposes of this policy, family members are defined as mother, father, son, daughter, brother, sister, step-parent, child or sibling, wife, husband legal guardian, domestic partner and any person residing in the employee's household. Relatives include mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, uncle, aunt, grandparent, and grandchild.

This policy shall not apply to substitute assignments or assignments to volunteer, committees, task forces, or other assignments not directly related to the employee's regular work. This will not apply to the right of an employee's family or relatives to become a duly elected Board member, to the extent state law permits.

The Board has sole discretion to determine if exigent circumstances exist and retains right to make exceptions and waive this policy in particular situations.

### **CHILD ABUSE AND/OR NEGLECT REPORTING REQUIREMENT**

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, an abused or neglected individual with a disability, shall immediately: (1) report or cause a report to be made to the Illinois Department of Children and Family Services on its Child Abuse Hotline 800.252.2873 / 800.25.ABUSE, and (2) follow any additional directions given by the Illinois Department of Children and Family Services to complete a report. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made.

All District employees shall sign the *Acknowledgement of Mandated Reporter Status* form provided by the Illinois Department of Child and Family Services (DCFS) and the Superintendent or designee shall ensure that the signed forms are retained.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline, 800-843-5678 (1.800.THE.LOST), a 24-hour hotline or online at [www.cybertipline.com](http://www.cybertipline.com). The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

### **DRUG/ALCOHOL POLICY # 4420**

The Board of Education seeks to protect its employees, students, and the public from dangers posed by the abuse of alcohol and the unlawful manufacture, distribution, dispensation, possession or use of drugs. It is the policy of the Board to prohibit all employees from unlawfully manufacturing, distributing, dispensing, possessing or using or being impaired by controlled substances, marijuana, other intoxicating substances, and alcohol on school property or at any school-sponsored activity. Compliance with this policy is a condition of continued employment. Any violation of any stipulation of the policy will render District employees subject to disciplinary action, up to and including termination. Alternately, if deemed appropriate by the Superintendent, an employee who violates this policy may be required to participate in and satisfactorily complete an alcohol or drug abuse assistance or rehabilitation program. (Reference: Board of Education Policy #4420)

### **TECHNOLOGY POLICY #6510**

The primary purposes of the District 207 electronic communications network (D207net) and technologies which attach to it are to support and enhance learning and teaching and to provide a tool to employees to help them perform their jobs. These technologies include all computer hardware, software, and network infrastructure owned or operated by District 207 including its internal network, portals, and/or web pages. Use of the system is defined as obtaining access to any D207 technology regardless of the technical device, and regardless of whether or not the device is owned or operated by the District. All support staff in District 207 who are provided with access to networks (including the Internet), D207net, and other technologies by the District shall be governed by Board of Education policy.

The Internet is a network of networks connecting millions of computer users all over the world. This network enables worldwide connection to e-mail, discussion groups, databases, software, file storage and other information resources, such as libraries and museums. District 207 may provide network access to promote

educational excellence in District 207 schools by facilitating resource sharing, innovation, and communication. District 207 firmly believes that the valuable information and interaction available on networks far outweigh the possibility that users may procure material that is not consistent with the educational goals of District 207. The use of D207net is a privilege, not a right, which may be revoked at any time for inappropriate behavior.

Users have no expectation of privacy in their use of D207net. D207 has the right to access, review, copy, delete, or disclose, as allowed by law, any digitally recorded information stored in, or passed through D207net, regardless of the initial intentions of the user. D207 has the right and responsibility to monitor the use of D207net by its users including tracking of internet, network, email, hardware, and software use. Employees should be aware that any digitally recorded information, even that of personal nature, can be subject to disclosure under the *Illinois Freedom of Information Act*. Users assume responsibility for understanding the policy and guidelines as a condition of using the network. Staff members are accountable to use the network responsibly. Use of the network that is inconsistent with Board of Education policy may result in loss of access as well as other disciplinary or legal action. (Reference: Board of Education Policy #6510)

## TOBACCO-FREE ENVIRONMENT

Smoking and any use of tobacco products on District property is prohibited, regardless of whether students are present or school is in session. This policy applies to all individuals on District property including but not limited to employees, students, and visitors.

## COMMUNICATION GUIDELINES

These guidelines are meant to help support District 207 employees communicate effectively with parents, families, vendors and colleagues.

### ***Emailing Externally***

- Communicate with parents in a timely fashion and acknowledge emails and voicemails within 24 business hours. If you are unable to address the concern in that time, acknowledge to the sender you received the message--and are working on a response.
- Keep emails positive and clear. Less is more. Anything negative should be dealt with over the phone or in person - not over email.
- Keep the tone professional at all times. Use a salutation and an ending.
- CC: an administrator if you feel the situation warrants. Instead of using the bcc:, forward the email to others.
- Remember that **ALL** emails are subject to public disclosure (Freedom of Information Act or FOIA). Write all email as if it will be published in the Chicago Tribune.
- An email is a step to a phone call when involving a negative situation. Back and forth over email is unproductive and causes messages to be misinterpreted. (*A good rule of thumb is by the third exchange, you should be speaking.*)
- If the tone of an email is unproductive by a parent, speak with an administrator before deciding on a response.
- Please consider using a professional email signature and consider using a professional email picture.

### ***Emailing Internally***

- Internal (staff to staff) email are subject to public disclosure (FOIA). Additionally, if a student is identifiable (this can, in some cases, be just first name or even initials) in the email, the correspondence can become part of the student record. Write email that mention or refer to students as if it will be read to the parent.

### ***Calling Externally***

- Unless a parent request is urgent, only respond during the work week. Refrain from responding over the weekend or holidays so that you're not always "on call."

- Giving out your cell phone number to parents is a personal choice and not required. (*Do not give out your cell phone number to students.*)
- If you feel a call is going to be difficult, speak with an administrator for help.
- You have the right to end a call if you're being harassed, sworn at, or being treated disrespectfully. If this happens, share calmly to the person that you are hanging up and that someone will be in contact in the near future to complete the conversation in a manner that is respectful. Immediately let your department chair, principal or supervisor know if this occurs and they will help you navigate next steps.

If you have any questions related to these guidelines or communication in general, please contact Brett Clark at [bclark@maine207.org](mailto:bclark@maine207.org) or 847-692-6158.

## MEDIA GUIDELINES

### MOST IMPORTANT INFORMATION

- Staff should NOT contact media with information or story ideas unless that contact is cleared with the communications office in advance
- If the media contacts a staff member or calls the school about any story, the reporter should be directed to the communications office
- For routine (non-controversial) sports and extracurricular activities, staff do not have to contact the communications office when reaching out to reporters or when contacted by a reporter.

### OVERVIEW

It is the goal of Maine Township High School District 207 to work cooperatively with the news media for coverage of issues and events involving the school district, its students and/or staff. District 207 also is dedicated to providing all students with a safe, learning environment without unnecessary interruptions. The district is also committed to protecting staff from ambush interviews and preparing staff for interviews to ensure both the individual and the district are reflected in a positive nature. Therefore, the following guidelines are in effect for all District 207 staff.

- 1) In accordance with Board Policy 8:30, all media inquiries (phone call, email or otherwise) to a staff member or school should be immediately directed to Director of Communications Brett Clark. The communications office will handle the media request and work with the superintendent, school administrator and/or appropriate department chair to determine the district's response to each media request. Brett can be reached at 847-692-6158 (office) or 847-638-8578 (cell). If you receive a call from a media member without prior notice from the communications office, please share with the reporter that the district would be happy to work with the media outlet and then provide the individual with Brett's contact information. The **only exception** to this requirement is routine athletic or extracurricular activity coverage.
- 2) If a staff member has an idea they believe would be of interest for media coverage, that information should be shared with the communications office first. Staff members should not contact media members directly with relation to a potential news story without prior approval.
- 3) Outside of routine athletic or extracurricular activity coverage, media personnel will only be allowed on campus to interview staff or students during the school day with prior approval from the communications office in conjunction with school administrators. As a general rule, interviews are granted with staff only when coverage is in the best interest of District 207, its students and staff.
- 4) Reporters and/or photographers are required to check in to the school office prior to beginning an authorized interview on district/school grounds.
- 5) If a member of the media visits a school site without prior approval, he or she should be detained in the school office until the principal and/or Director of Communications can be notified. Reporters and

recording devices will not be allowed into a classroom or on campus unless the employees involved have been notified in advance.

- 6) School officials and the communications office will ensure that students being photographed or videotaped have prior permission from parents/guardians. Special permission is required in the case of special education students. When the media request focuses primarily on an individual student, District 207 will attempt to notify parents directly before granting permission for the student to be interviewed.
- 7) Only the superintendent or his/her designee will serve as the official spokesperson for the district.

## **SOCIAL MEDIA GUIDELINES**

### **MOST IMPORTANT INFORMATION**

- District 207 recommends having a separate personal and professional account on social media platforms.
- Staff should NOT follow/friend a student on social media
- Prior to using a student's image on social media/website, ensure the district has permission to use the image

### **OVERVIEW**

District 207 encourages staff members to share good news about the school, students and activities taking place in the classroom and during extracurricular activities like fine arts and athletics. This is a fantastic way to bring parents and community into the classroom by providing a level of access they would not otherwise be allowed. When you share such information you are doing so in your role as a staff member and your conduct is subject to the following social media guidelines. The guidelines are in place to protect both you as a staff member and the District. It is important to remember that even if you intend your social media activity to be purely personal, the content and context of your speech and other factors may bring your activity within these guidelines.

For additional information regarding acceptable technology use, refer to Board Policy 6:235 (Use of District Technology) and 6:235 AP (Administrative Procedures), which state, in part, that teachers and staff are expected to use appropriate professional judgment in information they share online. Discretion and common sense should prevail in decisions about what to post on social media in all circumstances. By engaging in any social media activity in your role as a staff member, you agree to abide by these guidelines and all applicable policies and procedures regarding social media use.

### **MAINTAINING A SOCIAL MEDIA ACCOUNT**

The District encourages staff to maintain separate professional and personal social media accounts. Professional accounts should be created using the employee's District-issued email account, and solely used to communicate about and positively promote District 207. If a staff member has one account that combines both work and personal information, remember that parents and community members following you will see ALL of your posts, not just those related to work. A staff member should NOT follow or friend current students or share, like or repost items they post on any account, whether personal or professional. All social media accounts (personal and professional) are a reflection on you as a staff member of District 207. Inappropriate posts can have an impact on you as a staff member, including discipline and even termination, regardless of the nature of the account. These guidelines should be utilized for school-based social media accounts overseen by staff as well. It should be noted that staff do not have to have a social media presence but that they are encouraged to share good news/noteworthy items with the office so those can be shared via the school's accounts.

## APPROPRIATE CONTENT

Examples of appropriate uses of social media in your role as a staff member include:

- Posting a photo of a student (if photo/directory information is approved) - *see add't info below*
- Use of first and last name (if photo/directory information is approved) - *see info add't info below*
- Posting student work (that does not show a grade) that reflects positively on the school/student
- Posting statements that are positive in nature about activities your students/classes are engaged in
- Posting shout outs celebrating the positive accomplishments of the school, students or staff
- Sharing important dates about upcoming events
- Utilizing the hashtags of #207learn, #207lead, #207now on Twitter (and future hashtags, as they are adopted, shared and publicized by the district's communications team.)

**Please remember that Freedom of Information Act, copyright laws, student privacy and record laws and anti-discrimination laws all apply to social media content.**

## INAPPROPRIATE CONTENT

Examples of inappropriate uses of social media in your role as a staff member include:

- Following a current student's social media account
- Posting negative or false statements about the school, students or other district/school related items
- Posting advertisements for businesses or services; however, it is appropriate to thank community partners (internship hosts for example) for their support
- Posting graded student work
- Posting links to for-profit organizations or advertisements unless it directly connects to a sponsorship (or promotional event to benefit one of our school's clubs or organizations) in the school or district.
- Posting information that violates a student's or staff member's right to privacy
- Posting profanity or vulgarity
- Posting jokes about tragedies
- Posting partisan political agendas
- Posting personal attacks, comments or content that promotes, fosters, or perpetuates discrimination or hostility on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, disability, unfavorable discharge from military service, or any other unlawful basis of discrimination
- Advocating illegal or violent activity
- Promoting particular services, products, businesses, political candidates, organizations, or commercial transactions
- Posting items that infringe on copyrights, trademarks, or other intellectual property rights
- Posting information that may compromise the safety, security, or proceedings of any person, public system, or any investigation

## APPROPRIATE USE OF STUDENT IMAGE/NAME

All social media posts should be limited to students whose parents have provided "student image/directory information" permission. This information is shared with staff at the beginning of each school year and is accessible in the student information system and through the school office. For activities that take place outside of school like fine arts performances, sporting events and academic competitions, the "student image" permission is NOT required as the students are considered to be in public for events of that nature. First and last names of students CAN be used as part of social media posts IF "student image/directory information" permission is provided.

## IDENTIFICATION OF SPECIAL EDUCATION STUDENTS

The above rules regarding student images apply to students served in special education. However, such students should never be identified as being in the special education program unless prior permission from the parents is provided. This includes direct identification or sharing of information, including photographs, of a

child in settings that might identify the child as a student with a disability. School staff must utilize the “Special Education Identification Form” available from the school or District special education office to obtain parental permission before sharing information that might identify a student’s special education status.

**SCHOOL SOCIAL MEDIA ACCOUNTS**

There are many avenues to get information out on social media without posting the information yourself. Each of the schools have several social media accounts and are always looking for photos and information to post. If you don’t have an account or want to post professionally, contact the appropriate person with the information and/or photo you think should be shared.

**ADMINISTRATIVE SUPPORT**

A staff member who has a question about whether to post something on social media should share it first with an administrator in the building or with a District level administrator before posting.

**SPECIAL EDUCATION LETTER AS AN EXAMPLE FOR ALL FOUR SCHOOLS**

*Dear Parent/Guardian,*

*In an effort to help celebrate the successes and accomplishments of our students, we are requesting your permission to use your child’s photograph or video image. We are required to obtain special permission from the parent/guardian in order to share information that may disclose your child as having a disability. These rules and regulations are put in place as a way to protect your child’s privacy. We are asking for your permission to post or display your child’s picture and/or name in the school yearbook, District 207 websites, school newspaper, school newsletter, school and individual teacher social media accounts and/or other various publications within the school. Pictures displayed in any of these settings might identify your child as an individual with a disability (i.e. Special Olympics, Special Education Basketball Tournament, Special Education Teacher’s Classroom). For any picture or posting not related to, or outside of District 207, special permission will be requested and a separate consent form will be sent home.*

*Please be advised that signing this form is optional. This consent is good for one year and will need to be signed on an annual basis. For further questions or clarification, please feel free to contact me.*

*Thank you,*

-----  
*I give Maine Township District 207 permission to post pictures and/or the name of my child in school publications that may identify my child as having a disability. I understand that signing this form is voluntary and that I can revoke consent at any time.*

*Student Name:* \_\_\_\_\_ *ID #:* \_\_\_\_\_

*Parent Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*cc: Student’s temporary file*

**TRANSLATION GUIDELINES / INTERPRETER SUPPORT**

District 207 makes a concerted effort to ensure it is communicating with all parents. As a part of those communication efforts, the District encourages the translation of important documents and information for parents who are not fluent in English and the use of an interpreter for conversations with parents who are not fluent in English.

**TRANSLATIONS**

While at the discretion of each school, it is recommended that documents being signed by a parent/guardian be translated into the most prevalent language(s) in the school. It is understood that judgement must be made in this area as the budget will not allow for translations into all languages spoken at home.



The District liaison for translation services is Director of Communications Brett Clark. He works with the schools on translations. If you are in need of a translation beyond what has been approved at the district-level, please contact the appropriate person at your school who can help coordinate the translation of documents. This will help avoid duplication of efforts and ensure that budgetary constraints are met.

At Maine East, ESL/BE and Foreign Languages Chair Sharon Baima coordinates translation services. At Maine South, Associate Principal of Student & Family Services, Melissa Pikul coordinates translation services.

At Maine West, the Administrative Assistant to the Principal coordinates translation services.

### **INTERPRETER SERVICES**

When a teacher needs to speak with a parent who does not speak English, the district provides interpretation service through AT&T. These services allow a faculty member to phone a parent who does not speak English and carry on a conversation with that parent through the services provided by the AT&T Language Line. Some important considerations:

1. It is possible to have most languages and dialects interpreted.
2. This service needs to be set up 48 hours in advance of the call by contacting Nancy Vehrs, [nvehrs@maine207.org](mailto:nvehrs@maine207.org) at district to receive your own ID code.

Directions on using the Language Line and additional information are available in the faculty handbook.

If you have a call that can't be scheduled 48 hours in advance, contact Director of Communications Brett Clark.

## **MONEY MATTERS AND FRINGE BENEFITS**

### **SALARY PROGRAM**

Representatives from the support staff groups and administrative staff members meet each year to discuss salary and related employment matters for the next year. Upon the recommendation of the Superintendent, the Board of Education establishes salary and related benefits at an official Board meeting.

Inflationary pressures, changes in the job market, general economic conditions, and revenue limitations have an impact on the District's salary plan. Salaries are usually acted upon by the Board in June, with any adjustment in the salary plan to be effective July 1. The current salary schedule for your employee group is in Appendix D.

### **PAYDAYS**

All employees are paid twice a month. Paychecks are distributed on the 15th of the month and the last day of the month. When paydays fall on weekends or holidays, salary checks will be distributed on the last working day preceding the 15th or last day of the month. District 207 employees are encouraged to direct deposit their paychecks to the bank or financial institution of their choice. If you choose direct deposit, your pay will be deposited into your account on the morning of each pay date, and the funds are immediately available.

### **RATE OF PAY**

The annual rate of a new twelve-month employee is determined by multiplying the monthly base salary (from the current salary schedule) times 12. The annual rate of a new school-year employee is determined by (1) dividing the corresponding twelve-month annual salary by the number of days the twelve-month employee is paid (260); and (2) multiplying this number (the daily rate) by the number of days the school-year employee is to be paid.

### **LONGEVITY PAY**

A longevity pay benefit is awarded to eligible employees within specific support staff employee groups for recognition of their long-term service with District 207. Longevity benefit levels will remain the same when you move levels, as well as when you move from 10 month to 12 month positions - as long as you remain in the same employee group (Administrative Assistants/Office Staff). Employees moving from other employee groups (SSM, Security, etc) will not be credited for their longevity years.

A longevity rate will be added to the hourly base rate according to a schedule approved annually by the Board. The current longevity pay schedule for your employee group is detailed on the salary schedules in Appendix D.

### **MANDATORY DEDUCTIONS FROM PAY**

Deductions will be taken from the employee's paycheck for those items mandated by law, including but not limited to state and federal income taxes. When a position requires that the employee work more than 600 hours in a school year, the employee will be enrolled in the Illinois Municipal Retirement Fund (IMRF). The employee contributes 4.5% of the IMRF qualified earnings to IMRF. The District also makes a contribution of 11.15% of the qualified earnings on the employee's behalf to IMRF. Contribution rates are subject to change annually.

### **OVERTIME/COMP TIME/DEDUCTIONS**

When possible, overtime should be avoided by planning in advance, arranging for help from other staff members who may not have an overload, or by doing the work the following day. In certain cases, however, overtime is unavoidable and employees may be required to work overtime. Overtime information for employee groups is detailed on the salary schedules in Appendix D. All overtime work must be approved, in advance, by the immediate supervisor and then a timesheet must be completed, signed by the immediate supervisor, approved by the Associate Principal for Human Resource and Instructional Operations, and forwarded to the payroll office.

Employees may be given 1-1/2 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed 120 hours, which represents compensation for 80 hours of overtime. If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours

worked, at the rate of one and one-half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.

An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the District's operations. The employee's supervisor must approve a request to use compensatory time-off.

Upon termination or separation of employment, an employee will be paid for unused compensatory time at the regular rate received by such employee at the time of separation from the District. Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

A deduction in pay is made when an absence occurs and sick leave, personal leave, or vacation time has been depleted or not properly used, or when an employee request for a deduction is approved by the Associate Principal for Human Resource and Instructional Operations. A deduction may also occur if a support staff member receives an unpaid suspension from work for disciplinary reasons.

## **CREDIT UNION**

Full-time employees may become members of the Maine Township Schools' Credit Union. Payroll deductions can be made for the credit union to cover payments on loans or for regular savings plans. For more information on the services available, visit the Consumer Credit Union at [www.myconsumers.org](http://www.myconsumers.org)

## **FLEXIBLE BENEFITS PROGRAM**

District 207 employees who work at least 30 hours per week can participate in the District's flexible benefits program as governed by Section 125 of the IRS Tax Code. New employees can enroll in the program at the time of employment. Each November there is an open-enrollment period for all employees who wish to re-enroll in unreimbursed medical and/or dependent care for the following plan year (January through December).

- Pre-tax contributions for employee medical and dental insurance premiums;
- Health Care Reimbursement Account for unreimbursed healthcare expenses of the employee and their dependents (\$5,000.00 maximum allowed per calendar year)
- Dependent Care Reimbursement Account for expenses related to the care of dependents of the employee (\$5000.00 maximum allowed per calendar year)

There is a small monthly fee charged through payroll deduction for those employees who participate in the unreimbursed medical or dependent care program. Additional information on this program is available in the benefits department or on the benefits website.

## **TAX SHELTERED ANNUITIES – 403B & 457**

District 207 full-time employees are eligible to participate in tax sheltered annuity programs. The District has many vendors who provide savings options through 403(b) tax sheltered annuity accounts. The deposits are

deducted from the employee's paycheck and sent directly to the annuity company. A list of participating companies and instructions can be obtained from the payroll office or on the benefits website.

## **VACATIONS**

Newly hired twelve-month employees shall earn and have available for use three (3) working days of vacation after 3 months of employment. After six months of employment they will have earned a total of five (5) working days of vacation that shall be available for use. After nine months of employment, all twelve-month employees will be able to use up to a total of eight (8) days of earned vacation. Once all twelve-month employees complete one year of employment they will have earned, and may use, a total of ten (10) working days of vacation time. Additional vacation days are earned according to the vacation schedule for your employee group and are available for use on July 1 of the year in which they are earned; however, any employee who terminates employment with the District for any reason will have his/her final year of vacation allotment prorated based on

the percentage of the calendar year the departing employee worked. Details for additional vacation days can be found in Appendix D.

The maximum number of vacation days that employees may accumulate is the number of days to which they are entitled during a three-year period. Days in excess of that amount will be forfeited. Please note, upon resignation, termination or retirement, the maximum number of vacation days to be paid out shall not exceed the two-year total allotment of vacation days. Technology is on a separate vacation earning schedule and may only accumulate the number of vacation days earned during a 2-year period. (See **Appendix D-5**, page 46)

The request to take vacation day(s) must be made in writing to the supervisor at least one week in advance of the requested vacation. All vacation requests are subject to the approval of the employee's immediate supervisor.

## **HOLIDAYS**

Support staff employees are paid for a schedule of holidays which are approved annually by the Board. The current holiday schedules for your employee group are in Appendix D.

## **PERSONAL BUSINESS**

Support staff personnel may use up to three personal leave days per year from their sick leave allowance for matters which cannot be handled during non-working hours. Examples of such matters are court appearances or other legal matters, religious holidays, and attendance at special formal ceremonies involving members of the immediate family. The supervisor may require that the employee state the reason for requesting personal business leave. Personal leave days are deducted from accumulated sick leave. Whenever possible, the request for a personal leave day must be made in writing to the supervisor at least five days in advance before the leave can be granted. Except in emergencies, leave will not be granted on days before or after holidays or vacations or during the first or last weeks of each semester.

## **JURY AND OTHER COURT DUTY**

An employee required to report for jury or court duty shall make every proper effort to have such duty service rescheduled to conform to a scheduled school vacation period(s). Moreover, such employee shall promptly notify the building principal and superintendent of receipt of notification to serve on jury duty or appear in court for a school-related matter. Thereafter, the employee shall be paid at full pay for absence from assigned responsibility for the purpose of fulfilling those duties.

An employee shall be obligated to refund to the District the amount received for jury duty less actual travel, meals, and parking fees related to such service. In order to receive payment from the school district, an employee must notify the building principal and superintendent as soon as possible after being summoned for jury duty and must furnish satisfactory evidence that jury duty was performed on the days for which payment is claimed.

## **CONTAGIOUS DISEASE POLICY/BLOODBORNE PATHOGENS**

It is the District's intention to protect employees and students from significant risk of contagion by communicable diseases. Any employee whose health creates a significant risk to the welfare of any of the school populations may be placed on leave, in accord with that employee's accumulated sick leave, if any, for the duration of such time that the employee poses such a risk, regardless of the employee's ability to otherwise discharge the required job duties.

The Board of Education and the administration recognize that exposure of employees to potentially infectious materials must be minimized and that procedures must be implemented to both control and respond to such exposure. Bloodborne pathogens regulations include an exposure control plan which is located in the Principal's office and the Nurse's office, and shall be accessible to all employees. Specific support staff employees may be required to undergo annual training related to exposure and cleanup of bloodborne pathogens.

## **SICK LEAVE ALLOWANCE**

All support staff employees who work a minimum of 30 hours of a normal workweek are eligible to receive a sick

leave allowance. A full-time\*, twelve-month, support staff member shall be granted fourteen (14) days per year cumulative sick leave. A full-time\*, ten-month, support staff member shall be granted twelve (12) days per year

cumulative sick leave. Sick leave is prorated when a staff member has been employed for less than one school year and when employed less than full time\*. Unused sick leave days are cumulative. Temporary employees do not earn sick leave days.

Sick leave shall be interpreted to mean to personal illness, medical appointments, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. "Immediate family" shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law and legal guardians.

Support staff who know in advance that they will be absent shall notify their school office as soon as possible. A supervisor may require that an employee secure an explanation of the illness which has caused an absence from his/her physician, or may require that the physician verify that the employee is able to return to work.

*\* For sick leave purposes, a full-time employee is an employee who works at least six hours each day of a normal work week and who is regularly employed at least 30 hours during this normal work week.*

## **SICK LEAVE BANK**

The Board of Education has established a Sick Leave Bank for support staff employees who are eligible for sick leave. See Appendix F for Sick Leave Bank rules and regulations. Eligible support staff members may join on a voluntary basis. The intent of this plan is to provide extended sick leave for any eligible employee who incurs a period of prolonged "serious" illness or hospitalization and has exhausted his/her sick leave days. The Bank must be used for the personal illness of the employee and cannot be used because of the illness of any other person. The sick leave bank cannot be used in conjunction with time off work due to a workers' compensation claim.

New employees have the opportunity to enroll when they are hired by assigning one of their unused sick leave days to the Bank. Annually, during the month of July, support staff employees may enroll in the Bank by signing an authorization form agreeing to contribute one of their unused sick leave days to the Bank. When the total number of days in the Bank equals twice the number of participants, no contribution will be required until the number of days in the Bank is depleted to equal the number of participants.

Support staff employees who have contributed can use days from the Bank after their own accrued sick leave days have been depleted and a two-day salary deduction has been made for each extended illness as long as requirements for issuance of days have been satisfied and the application has been approved by the administration.

The maximum number of days allowed to be drawn from the bank annually for one or more qualifying illness/injury is 30 days. Employees who use sick leave days from the Bank will not be required to replace those days. A support staff employee who withdraws from participation in the Bank for whatever reason will not be allowed to withdraw the contributed days.

A committee of administrators appointed by the superintendent serves as an Advisory Board to the superintendent to implement and administer the Bank. The superintendent may, in an emergency, request that the contributing members donate an additional day to the Sick Leave Bank if its reserves become depleted. Upon the approval of the Board, the superintendent may grant an extension of days beyond the maximum limit.

## **MEDICAL DISABILITY LEAVE**

In the case of a prolonged personal illness, after accumulated sick leave has been used or after benefits of the Sick Leave Bank have been exhausted, a support staff employee may be eligible for disability benefits after 30 days of absence through the Illinois Municipal Retirement Fund (IMRF) and after six months of absence through the District's Long Term Disability Income Protection Plan. Information about medical disability leaves may be

obtained from IMRF at 1-800-ASK-IMRF. Information about the District's Long Term Disability Income Protection Plan can be obtained from the benefits department.

If the employee is receiving disability benefits from IMRF and/or the District's Long Term Disability Plan, the employee will continue to pay his/her portion of the medical and dental insurance premiums. District 207 will continue to provide the employer share of the medical and dental premiums as well as provide continued life insurance benefits. Continuation in the insurance programs is subject to the approval of the District's insurers.

If illness, incapacity, or any other condition causes an employee to be absent in one school year, after exhaustion of all individually accumulated sick leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may consider beginning dismissal proceedings subject to state and federal law, including the Americans with Disabilities Act. The Superintendent may recommend this paragraph's use when circumstances strongly suggest that the employee returned to work intermittently in order to avoid this paragraph's application. Leave granted to an employee from a District sick leave bank will not be considered as part of their accumulated leave.

### **FAMILY & MEDICAL LEAVE ACT**

The federal Family Medical Leave Act of 1993 provides up to twelve (12) weeks of leave to those employees who have been employed for at least twelve (12) months and who have worked 1,250 hours in the twelve-month period prior to the leave starting date. An employee who meets these criteria shall be entitled to up to twelve (12) weeks of unpaid leave due to a personal serious health condition, a serious health condition of a member of the employee's family (spouse/child/parent), the birth of a child of the employee, or placement of a child with the employee in connection with adoption or foster care, as provided in the Act. FMLA leave shall run concurrently with other paid leaves, upon notice of such by the District to the employee. FMLA leave may be taken intermittently, in accordance with the Act. Work weeks occurring during summer, winter and spring breaks are not counted towards the twelve (12) work weeks for employees who are not scheduled to work during these breaks. During the FMLA leave period, the employee's group health insurance benefits will continue under the same terms as if the employee had continuously worked, unless and until the employee declares intent not to return to work following the leave. The twelve (12) months shall be a rolling twelve (12) month period measured backward from the date the employee uses any FMLA leave. An employee shall normally be reinstated to the position he/she held prior to commencement of the FMLA leave; otherwise, the employee will be reinstated to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An employee requesting FMLA leave must do so in writing by completing a "Request for Family or Medical Leave of Absence Form" which states, among other matters, the following: the reason for the leave, the anticipated date the leave would begin and end, and the type of leave being requested. *Additional information on the Family and Medical Leave Act of 1993 (FMLA) is in Appendix E.*

### **BEREAVEMENT LEAVE**

Bereavement days are deducted from sick leave. Each support staff employee is allowed to use up to five days for the death of a spouse or child; up to three days for the death of other members of the immediate family including parents, brothers, sisters, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, persons who have resided with the employee for an extended period, step and foster relationships. If staff members need additional bereavement time due to extenuating circumstances, they may make such a request to the Principal. Each employee is also allowed to use one day to attend the funeral of someone who is not in the employee's immediate family. The first day of bereavement leave in any school year is not deducted from sick leave.

### **INSURANCE**

Employees who work at least 30 clock hours per week qualify for participation in the District's medical insurance program, the dental insurance program, the group life insurance program and the long-term disability program. All insurance summaries are located on the benefits website. <https://maine207.benefithub.com>

### **MEDICAL INSURANCE**

Several medical plans are offered by the District: a PPO plan, two HMO plans and a HSA account. The medical

insurance becomes effective on the first day of employment. Medical insurance premiums vary by plan whether or not an employee chooses to participate in the D207 Wellness Program. The Board of Education pays 95% of a single plan premium on behalf of the employee or 80% of a family plan premium. If you choose not to enroll

in a medical plan at the time of your employment (or within 30 days of your hire date), there is an open enrollment period each year (usually in November with a January 1 effective date) during which you can enroll. An employee may enroll in the District's medical insurance plan during initial enrollment, open enrollment or if a qualified change in status has occurred. All late applications are subject to evidence of insurability; and a 90-day pre-existing waiting period.

### **DENTAL INSURANCE**

The District offers a self-insured dental plan. Both HMO and PPO dental plans are offered to employees. The dental insurance becomes effective on the first day of employment. The Board of Education pays 95% of a single dental plan on behalf of support staff personnel or 50% of a family dental plan premium. If you choose not to enroll in a dental plan at the time of your employment (or within 30 days of your hire date), there is an open enrollment period each year (usually in November with a January 1 effective date) during which you can enroll. An employee may enroll in the District's dental insurance plan during initial enrollment, open enrollment or if a qualified change in status has occurred. All late applications are subject to evidence of insurability; and a 90-day pre-existing waiting period.

### **WELLNESS PROGRAM**

The District offers a wellness program as a benefit to employees. Participation in the District wellness program consists of, at a minimum, submission to voluntary annual blood screening. Various wellness initiatives, such as flu shots and healthy lifestyle and fitness programs, may also be offered to employees. Those employees who choose not to participate in the District wellness program may be subject to higher medical insurance premium rates as approved by the Board of Education.

### **LIFE INSURANCE**

All employees working at least 30 clock hours per week will be enrolled in a term life insurance plan and an accidental death and dismemberment plan provided by the Board of Education. The amount of this coverage for District employees is equal to one time the annual base salary rounded to the nearest thousand dollars. The base salary does not include overtime pay, longevity pay, or extra stipends earned.

Life insurance becomes effective the first of the month following the date of employment. Temporary employees do not receive this benefit. Optional term life insurance, subject to underwriting, can be purchased at the expense of the employee through payroll deduction and is available for the employee, spouse and children. After one year of employment, the Illinois Municipal Retirement Fund (IMRF) provides a death benefit for the beneficiaries of support staff employees.

### **DISABILITY INSURANCE**

The Board provides eligible employees with a long term disability plan. An eligible employee is one who works at least 30 clock hours per week with a minimum of six hours per day. The plan is effective on the first of the month following 30 days of employment. The coverage is equal to 60% (in coordination with any other applicable disability coverage) of the employee's monthly base salary, and it is available six months after the date of disability. The Illinois Municipal Retirement Fund (IMRF) provides short-term disability benefits to contributing members. After one year of membership in IMRF, the coverage is available to employees after 30 days of a disability.

### **WORKERS' COMPENSATION INSURANCE**

District 207, operating under and subject to the Workers' Compensation Act of the State of Illinois, provides insurance for medical expenses and partial salary compensation for injuries sustained during the performance of the employee's job. For employees who have accrued sick leave, the first three days of absence due to a work-related injury are charged to the employee's sick leave as full days. If the employee is out more than three days, he/she is eligible to receive temporary total disability pay from the workers' compensation insurance claims administrator. The amount an employee receives is approximately two-thirds of his/her full pay. If the employee

is absent for more than 14 days, the claims administrator will pay the employee for the first three days of absence. The employee will then be required to turn over the three days' pay to the District, and his/her sick days deducted

for those three days will be restored to deducts for one-third days each. The employee can then choose to keep the workers' compensation pay and incur no deduction from sick leave for time off. Any insurance premiums and other necessary payroll deductions owed by the employee will be billed. Or the employee may choose to keep the pay from workers' compensation and elect to receive one-third day's pay from his/her sick leave allowance. Insurance premiums and other necessary deductions will be taken from the paycheck. Employees who have no sick leave will keep the workers' compensation pay from the claims administrator, and will be billed for insurance premiums and necessary deductions by the District.

## UNEMPLOYMENT INSURANCE

The District is subject to federal and state unemployment compensation laws. The cost of providing unemployment insurance benefits to former support staff employees of the District is borne by the Board through payments to the State of Illinois. Benefits are paid on a weekly basis to unemployed workers who meet the eligibility requirements of the law.

## RETIREMENT

The Illinois Municipal Retirement Fund provides retirement benefits for all eligible Illinois support staff school district employees and their beneficiaries. Coordinated with the Social Security Program, the Fund entitles employees, who must participate in the program, to the benefits of both IMRF and Social Security. If they are not eligible for a pension, employees who leave District 207 may request a refund of their share of the IMRF contribution. The portion of the employee contribution which goes to Social Security is not refundable.

### A. Support Staff Employees Hired No Later Than December 31, 2010

Employees hired no later than December 31, 2010 are "fully vested" (can collect retirement income when age eligible) in the plan after eight years of employment.

A support staff employee who was hired by the District no later than December 31, 2010, maintains continuous service in the District, submits a notice of retirement at least one (1) month prior to the date of retirement, and has ten (10) or more years of full-time service in the District shall receive the following retirement benefits from the District:

- (1) The Board of Education will pay an additional amount added to the final salary payment according to the schedule below:
  - 10 to 19 years of service with the District earns an amount equal to 70% of monthly base salary;
  - 20 years or more of service with the District earns an amount equal to 90% of monthly base salary.
- (2) The Board of Education will pay one-half (50%) of the monthly premiums (either single or family coverage) in the District's medical insurance plan until the first of the month in which the employee becomes Medicare eligible. The medical plan eligible for payment by the District is the one in which the employee is enrolled immediately prior to retirement, but may be modified by the Board from time to time.
- (3) At retirement a support staff member may apply up to 240 unpaid, unused, accumulated sick leave days to receive up to one additional year of credit with IMRF toward retirement, subject to IMRF rules. As an alternative to IMRF credit, the Board will pay the retiring employee for up to 120 accumulated sick days which are not used toward retirement credit. Such payment for unused sick days will be added to the support staff member's final salary payment. (See *table below*.)



EMPLOYEE GROUP	FIRST 30 UNUSED SICK DAYS	NEXT 90 UNUSED SICK DAYS
CUSTODIANS, DIRECTOR OF BUILDINGS & GROUNDS, SECURITY GUARDS	\$40	\$60
ADMINISTRATIVE ASSISTANT/OFFICE STAFF, TECHNOLOGY STAFF, ATHLETIC TRAINERS, NON-CERTIFIED SCHOOL NURSES, THEATER TECHNICIANS, LIBRARIANS, SUPPORT EMPLOYMENT SPECIALIST	\$30	\$55
SAFETY MONITORS	\$20	\$40

**B. Support Staff Employees Hired On or After January 1, 2011**

Employees hired on or after January 1, 2011 are “fully vested” (can collect retirement income when age eligible) in the plan after 10 (ten) years of employment.

A support staff employee who was hired by the District on or after January 1, 2011, maintains continuous service in the District until retirement, submits a notice of retirement at least twelve (12) months, but no more than eighteen (18) months, prior to the date of retirement, retires with IMRF, and has ten (10) or more years of full-time service in the District shall receive the following retirement benefits from the District:

- (1) The Board of Education will pay a base salary or wage rate increase of six percent (6%) for the employee’s final year of employment before retirement. Such increase will be contingent upon continuing to work the same position and work schedule during the final year of employment before retirement.
- (2) All unused sick leave (up to 240 days) will be reported to IMRF for additional service credit.
- (3) In addition, the Board of Education will pay one-half (50%) of the monthly premium for single or family coverage in the District’s medical insurance plan until the first of the month in which the employee becomes Medicare eligible. The medical plan eligible for payment by the District is the one in which the employee is enrolled immediately prior to retirement, but may be modified by the Board from time to time.

**C. Conditions Applicable to This Policy**

The following conditions apply to all retirement benefits under this policy:

- (1) Retirement notices must be submitted in writing to the Assistant Superintendent of General Administration, and are not effective until they are acted on by the Board of Education. Once approved by the Board, the retirement notice is irrevocable. The Board may permit revocations to a retirement notice in its sole discretion, in the event of a significant change in the employee’s personal situation.
- (2) This policy creates no vested right to benefits or contract of employment. The Board of Education reserves the right to modify, amend, change or terminate this policy at any time for employees who have not given notice of retirement.
- (3) If the support staff employee resigns, retires, is terminated, or is removed from his or her position prior to the retirement date specified in the employee’s notice of retirement, then the employee shall not be eligible to receive any further benefits provided above. The Board may permit exceptions to this rule in its sole discretion, in the event of a significant change in the employee’s personal situation.

**CONFIDENTIAL PERFORMANCE APPRAISAL/EVALUATION  
ADMINISTRATIVE ASSISTANT/OFFICE STAFF**

The Performance Appraisal/Evaluation is an honest and confidential appraisal/evaluation of the employee's performance in his/her position. Its purpose is to accurately and comprehensively assess the employee's performance. In so doing, it benefits the employee by identifying strengths, areas needing improvement, and opportunities for professional growth and development. It benefits the District by recognizing successful employee performance, improving service, and increasing productivity.

The employee will be rated for all items in each group using the rating scales provided. Whenever a 'Needs Improvement' or 'Does Not Meet Expectations' rating is given, specific examples must be provided in the Comments section.

The appraisal/evaluation will be conducted in a personal, one-on-one, confidential conference and reviewed with the employee. The appraisal/evaluation will be conducted within the last 2-3 weeks of the employee's scheduled work year.

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Employee Name \_\_\_\_\_ Position Title \_\_\_\_\_  
Department \_\_\_\_\_ School Year \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

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**A. WORKPLACE SKILLS**

1. **Demonstrates proficiency in filing, keyboarding, use of e-mail, duplicating, district student and employee information systems, and voice mail.**

*Meets expectations*    *Needs improvement*    *Does not meet expectations*    *Does not apply*

Comments: \_\_\_\_\_

2. **Understands and utilizes technology hardware and software components necessary to perform essential duties and responsibilities (e.g., ASPEN, Word, Excel, and Power Point, Google Docs, etc.).**

*Meets expectations*    *Needs improvement*    *Does not meet expectations*    *Does not apply*

Comments: \_\_\_\_\_

3. **Performs a variety of accounting functions necessary to perform essential duties and responsibilities (e.g., preparation of purchase orders, budget invoices, inventory, annual budget preparation, etc.).**

*Meets expectations*    *Needs improvement*    *Does not meet expectations*    *Does not apply*

Comments: \_\_\_\_\_

4. **Writes, listens, comprehends, speaks, and computes effectively and appropriately.**

*Meets expectations*    *Needs improvement*    *Does not meet expectations*    *Does not apply*

Comments: \_\_\_\_\_

**5. Demonstrates professional growth and development (skills, proficiencies, attitude, behavior, etc.)**

- Meets expectations*    *Needs improvement*    *Does not meet expectations*    *Does not apply*

Comments:

**B. PROBLEM SOLVING SKILLS**

**1. Sets appropriate priorities and remains on task.**

- Meets expectations*    *Needs improvement*    *Does not meet expectations*    *Does not apply*

Comments:

**2. Is an independent worker/thinker, anticipates needs (proactive) and takes initiative when necessary.**

- Meets expectations*    *Needs improvement*    *Does not meet expectations*    *Does not apply*

Comments:

**3. Thinks creatively and finds appropriate solutions to problems.**

- Meets expectations*    *Needs improvement*    *Does not meet expectations*    *Does not apply*

Comments:

**4. Effectively manages time and is able to multi-task.**

- Meets expectations*    *Needs improvement*    *Does not meet expectations*    *Does not apply*

Comments:

**5. Effectively communicates problems/issues to supervisor.**

- Meets expectations*    *Needs improvement*    *Does not meet expectations*    *Does not apply*

Comments:

**6. Displays team approach and shows cooperation.**

- Meets expectations*    *Needs improvement*    *Does not meet expectations*    *Does not apply*

Comments:

**C. WORKPLACE PROTOCOL**

**1. Maintains a confident and professional attitude and behavior.**

- Meets expectations*    *Needs improvement*    *Does not meet expectations*    *Does not apply*

Comments:



**F. ANNUAL SUMMATIVE RATING**

*Meets expectations*       *Needs improvement*       *Does not meet expectations*

COMMENTS:	
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**G. EMPLOYEE SELF-EVALUATION**

COMMENTS:	
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**H. SUPERVISOR SUMMARY**

*Must provide specific examples for Needs improvement or Does not meet expectations*

COMMENTS:	
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**I. EMPLOYEE RESPONSE**

COMMENTS:	
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**J. SIGNATURES**

\_\_\_\_\_  
Signature of Employee\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor(s)

\_\_\_\_\_  
Date

\*Employee signature does not necessarily constitute agreement with the appraisal/evaluation. Employee signature indicates employee has read the appraisal/evaluation and the supervisor has reviewed it with the employee.

Cc: Supervisor, Employee, Personnel File

## SUPPORT STAFF PERFORMANCE EVALUATION

NAME \_\_\_\_\_ DATE \_\_\_\_\_

JOB TITLE \_\_\_\_\_ EVALUATED BY \_\_\_\_\_

Check One:  4-month Review  8-month Review  12-month Review  Annual Review

**Purpose:**

The purpose of this evaluation is to provide recognition and growth-enhancing feedback for the employee being evaluated relative to his/her performance.

**Check the box that best applies. Include brief, but relevant comments as they relate to each skill area.**

**JOB KNOWLEDGE - Consider employee's overall knowledge and understanding of every aspect pertinent to the job, including computer technology skills, if applicable.**

- Thoroughly understands their job and related jobs and continuously strives to acquire new knowledge.
- Has a thorough understanding of their job and some related jobs.
- Possesses the knowledge needed to perform the job.
- Lacks knowledge in several basic elements of the job that needs immediate improvement.
- Job knowledge is at an unacceptable level.

**Comments and/or Examples**

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**QUALITY OF WORK - Consider completeness of work performed, the degree of accuracy, and the attention to necessary detail.**

- Consistently strives for perfection and exhibits an outstanding effort towards enhancing the quality of work.
- Work is accurate, thorough and professional in appearance.
- Generally acceptable. There are, however, recognizable areas where improvement is needed.
- Consistently fails to meet an acceptable level of performance.

**Comments and/or Examples**

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**JUDGMENT - Consider employee's ability to analyze situations and determine appropriate action.**

- Demonstrates excellent judgment at all times.
- Demonstrates good judgment in most situations.
- Frequent incidences of poor judgment. Needs immediate improvement.

**Comments and/or Examples**

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**INTERPERSONAL RELATIONSHIPS - Consider the degree to which the employee develops working relationships with various members of the organization.**

- Seeks out opportunities to establish and maintain very positive, open, and trusting relationships with others. Is caring, understanding and enjoys being with other people.
- Generally promotes positive and open relationships with others.
- Attempts to form positive relationships with others. There are, however, recognizable areas where improvement is needed.
- Unable or unwilling to consistently establish or maintain appropriate relationships with others in the organization.

**Comments and/or Examples**

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**TEAMWORK-Consider degree to which the employee works cooperatively with co-workers and supervisor(s).**

- On a consistent basis, the employee is exceptionally successful in working with and assisting others.
- Relates well and demonstrates courtesy to co-workers. Cooperates in an agreeable manner.
- Cooperation must be solicited. Seldom volunteers to assist his/her co-workers.
- Consistently uncooperative. Has great difficulty getting along with others or causes friction with co-workers that needs immediate improvement.

**Comments and/or Examples**

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**INITIATIVE - Consider the employee's willingness to act on his or her own in the absence of instruction and to demonstrate interest in learning new tasks.**

- In addition to their job, the staff member willingly seeks out additional responsibilities and uses creativity to improve the organization.
- On a consistent basis, the staff member shows the ability to act in both their own job and in helping others without being directed.
- Will act voluntarily even in matters deviating from routine.
- Does only what is required.
- Tends to frequently rely on others. Must consistently be told what to do.

**Comments and/or Examples**

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**JOB FOCUS AND CLOSURE - Consider employee's ability to produce desired results; follows through on activities related to completion of tasks.**

- On a consistent basis, the employee can be relied upon to complete known assignments and does more than is expected. Needs no supervisory follow-up.
- Can be depended upon to complete regular assignments on a timely basis.
- The staff member remains on task. Minimal supervision is sometimes required.
- Work is completed with supervisory observation.
- Requires constant supervision; is unreliable. Needs immediate improvement.

**Comments and/or Examples**

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**ATTENDANCE AND PUNCTUALITY - Consider to what extent the employee maintains satisfactory attendance in regard to tardiness, absences or early departures (work, lunch hour, break).**

- Prompt and regular in attendance.
- Occasionally absent and/or late.
- Excessively absent and/or late. Failure to improve in this category could result in termination.

**Comments and/or Examples**

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**DISTRICT/COMMUNITY RELATIONS - Consider employee's ability to promote positive District/community relations and provide a high level of service.**

- Shows courtesy, patience, and tactfulness at all times.
- Is usually courteous, patient, and tactful.
- Lacks certain elements of common courtesy.
- Is often rude and/or lacks self-control. Needs immediate improvement.

**Comments and/or Examples**

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**CONFIDENTIALITY/SENSITIVITY - Consider how employee handles confidential material and demonstrates sensitivity when discussing student and staff issues.**

- Completely understands what information is confidential and/or sensitive and acts accordingly.
- Generally understands what information is confidential and/or sensitive. Occasionally needs to be reminded that certain information is confidential and/or sensitive.
- Deals with confidential and/or sensitive matters inappropriately. Immediate improvement needed.

**Comments and/or Examples**

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**FLEXIBILITY - Consider employee's ability to adjust to changes in job, stress, deadlines, assignments, personnel, interruptions or surroundings.**

- Exemplifies leadership by anticipating change, initiating alternative solutions, and helping others problem-solve.
- Demonstrates the ability to withstand pressure and to remain calm. Adjusts well to interruptions.
- Usually demonstrates tolerance for change.
- Has difficulty working under pressure.
- Is easily irritated. Often demonstrates an inability to tolerate change, and is inflexible. Creates hostile work environment.

**Comments and/or Examples**

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**COMMUNICATION - Consider employee's ability to convey information and present ideas clearly and concisely.**

- Excellent verbal and written communications. Precise and clear in presenting information.
- Is effective in verbal and written communications.
- In general, verbal and written communications are acceptable.
- On occasion has difficulty communicating information.
- Unable to communicate effectively.

**Comments and/or Examples**

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**EFFICIENCY - Consider employee's ability to analyze procedures and suggest ways to improve them.**

- Highly organized and efficient. Consistently reviews District and/or building procedures and suggests new methods to accomplish the same results more effectively.
- Very organized and efficient. Produces desired results in a timely fashion.
- Reasonably efficient. There are, however, recognizable areas where improvement is needed.
- Consistently fails to meet an acceptable level of organization and/or efficiency.

**Comments and/or Examples**

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**STUDENT INTERACTIONS - Consider ability to recognize unique aspects of student behavior and utilize appropriate judgment.**

- Understands adolescence and is able to translate this understanding into actions that model exemplary behavior. Serves as a positive adult role model.
- Consistently works well with and shows respect for all students.
- On occasion, exhibits behaviors inconsistent with that of a positive adult role model.



- Frequently exhibits behaviors inappropriate for an adult role model. Needs immediate improvement.
- Does not apply to this employee.

**Comments and/or Examples**

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**PROFESSIONAL DEVELOPMENT - Consider the employee's participation in continuing education opportunities.**

- Seeks out opportunities for continuing education in job-related coursework, workshops, or District in-service programs. Involved in job-related professional organizations or consistently seeks opportunities to learn about and to implement more efficient ways to accomplish tasks related to job responsibilities.
- Takes classes and generally participates in workshops or District in-service programs. Belongs to a job-related professional organization or willingly accepts suggestions for more efficient ways of doing things.
- Takes classes or attends workshops and/or District in-service programs only as requested. Makes a limited effort to improve job-related skills.
- Makes no effort to improve job-related skills.

**Comments and/or Examples**

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**STAFF DEVELOPMENT/GROWTH - Areas for continued development and/or training:**

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Action plan for additional training, skill development, professional growth, etc.:

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**EVALUATOR'S COMMENTS - Please use this area to comment on any additional topics related to this employee's performance not covered elsewhere in this review.**

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**EMPLOYEE COMMENTS - The evaluated employee may make comments here or by separate attachment.**

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WE HAVE REVIEWED THE CONTENTS OF THIS PERFORMANCE EVALUATION. THE EMPLOYEE'S SIGNATURE DOES NOT NECESSARILY INDICATE AGREEMENT WITH THE EVALUATOR'S ASSESSMENT, BUT RATHER ACKNOWLEDGES RECEIPT OF THIS EVALUATION.

Employee  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator's  
Signature \_\_\_\_\_ Date \_\_\_\_\_

cc: EMPLOYEE, SUPERVISOR(S), PERSONNEL OFFICE

## UNIFORM GRIEVANCE PROCEDURE

An employee should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the state or federal Constitution, State or federal statute, or Board policy including:

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. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
7. Bullying, 105 ILCS 5/27-23.7
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
9. Curriculum, instructional materials, and/or programs
10. Victims' Economic Security and Safety Act, 820 ILCS 180
11. Illinois Equal Pay Act of 2003, 820 ILCS 112
12. Provision of services to homeless students
13. Illinois Whistleblower Act, 740 ILCS 174/.
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
15. Employee Credit Privacy Act, 820 ILCS 70/.

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

## FILING A COMPLAINT

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with a designated 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 complete a Grievance Form regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

## INVESTIGATION

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student 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, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (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. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the

Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education which shall render a decision in regard to the resolution of the complaint. The Superintendent will keep the Board informed of all complaints.

### **DECISION AND APPEAL**

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as to the Complaint Manager. Within 10 school business days after receiving the Superintendent's decision, the Complainant 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 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. This grievance procedure shall not be construed to create an independent right to a Board of Education hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party. This uniform grievance procedure does not apply to grievances which may be brought under the procedures set forth by the collective bargaining agreement.

The Superintendent has designated two District Complaint Managers to implement the district's uniform grievance procedures. Every employee has a right to initiate a grievance or complaint of illegal discrimination by contacting one of the following Complaint Managers:

Mr. Greg E. Dietz, Assistant Superintendent for General Administration  
Complaint Manager  
Maine Township High School District 207  
1177 S. Dee Road  
Park Ridge, IL 60068  
847-692-8007

Ms. Mary Kalou, Assistant Superintendent for Business  
Complaint Manager  
Maine Township High School District 207  
1177 S. Dee Road  
Park Ridge, IL 60068  
847-692-8026

Employees shall not discriminate or retaliate against any individual because that individual has opposed any act or practice that the individual believes is discriminatory on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, or disability or because that individual made a charge, testified, assisted, or participated in any manner in an Office of Civil Rights investigation or in another discrimination-related investigation. Employees shall not coerce, intimidate, threaten, or interfere with any individual in the exercise or enjoyment of the protections or rights granted by Section 504, Title II, Title IV or the Age Act and Board of Education policy.

PROCEDURES:

Approved: 7/7/03  
Revised: 7/16/12

**UNIFORM GRIEVANCE FORM**

Employees should complete this form in order to file a complaint if they believe the Board of Education, its employees or agents have violated their rights guaranteed by the federal or state constitution, federal or state statute or board policy.

**COMPLAINANT'S CONTACT INFORMATION**

Name of Complainant: \_\_\_\_\_

Phone Number (day): \_\_\_\_\_

Phone Number (evening): \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**NATURE OF COMPLAINT**

Date of Incident: \_\_\_\_\_

Names and Contact Information of Witnesses: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please describe the nature of your complaint: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

## REDUCTION IN FORCE PROCEDURES

If the Board of Education, at its discretion, determines pursuant to its legal responsibility that a reduction in the number of support staff employees is necessary, the system stated below shall be used:

### I. DEFINITIONS

- A. All Support Staff employees shall be constituted into their own category and level, if applicable.
- B. The date of full-time employment of an employee is the first day for which the employee is paid for work as a new District 207 employee or after a break in service. Temporary and part-time employees do not accrue RIF protection.
- C. Seniority is defined as continuous service with the District.
- D. Seniority is based on full-time equivalency as calculated below:

**Calculation for 12-month employees:** The first day of full-time employment is recorded. The date of June 30 is recorded. The difference in total days between the first day of employment and the following June 30 is divided by 365 and reported as a year or an equivalent year of service.

**Calculation for school-year employees:** The first day of full-time employment is recorded. The date of June 30 is recorded. The difference in total days between the first day of employment and the following June 30 is divided by 365 and multiplied by .83. This number is reported as an equivalent year of service.

- E. A leave of absence approved by the Board shall not accrue for seniority purposes, but will not constitute a break in service.

### II. PROCESS

- A. Staff reductions among support staff employees shall be on the basis of seniority within the category and level, if applicable. The employee with the least seniority in their level within their category shall be dismissed first.
- B. In the event that a tie exists in the employment of the least senior employee, then the employee to be released shall be determined by a chance casting of lots.

### III. NOTIFICATION OF DISMISSAL

Notification shall be by certified mail at least 30 days prior to the date of dismissal.

### IV. RECALL PROCEDURES

- A. The list of support staff employees dismissed because of reduction in force shall be maintained by the Assistant Superintendent for General Administration for one calendar year from the beginning of the following school term.
- B. Recall shall be to the position from which the employee was dismissed.

- C. If a support staff employee dismissed because of a reduction in force accepts a different position in the District which pays a lower salary rate, the rules and regulations regarding the salary schedule for that new position shall apply and the right to recall remains as outlined in this section.
- D. If a support staff employee accepts a different position in the District and earns equal or greater salary than the salary earned prior to being dismissed, then rights to recall cease immediately.
- E. Notification of recall shall be by certified mail to the employee's last known address in their personnel file. It shall be the responsibility of the support staff employee to keep his/her address current by providing the Assistant Superintendent for General Administration with the necessary information. If the employee does not respond to such notification of recall by notifying the District of the decision to accept or decline the position within ten (10) calendar days of the mailing of the letter by the District to the person's last known address, the employee's right to recall shall cease. Notification from the dismissed employee shall be in writing and must be received by the Assistant Superintendent for General Administration within the ten calendar days.
- F. If a support staff employee is recalled under this provision, seniority earned at the time of RIF shall be credited. No seniority will be earned during the lay off period.

**CUSTODIAL SENIORITY LIST 7-1-2020**

NAME	HIRE DATE	CAT.	BLDG	POSITION	RIF POS
GUTKA, JOHN	02/04/1988	I	WEST	DIR. BLD. & GROUNDS	32.43
SANDERS, DAVE	07/22/1999	I	EAST	DIR. BLD. & GROUNDS	20.96
BRAICO, ROBERT	02/21/2017	I	SOUTH	DIR. BLD. & GROUNDS	3.36
JASKULA, MICHAEL	09/13/2007	II	EAST	BOILERMAN	12.81
MCNALLY, THOMAS	11/17/2015	II	SOUTH	BOILERMAN	4.62
GERTOS, KOSTANTINOS	12/12/2016	II	WEST	BOILERMAN	3.55
DIETRICH, PAUL	12/17/1990	III	SOUTH	CARPENTER	29.56
O'HARA, JOHN	09/01/1990	IV	WEST	ELECTRICIAN	29.85
BURNS, CHRIS	03/16/1992	IV	EAST	ELECTRICIAN	28.31
WOJDA, JACEK	08/02/2004	IV	SOUTH	ELECTRICIAN	15.92
HERR, JAMES	03/05/1989	V	SOUTH	PLUMBER & ASBS. WRKR.	31.34
NAWROT, DAVID	01/20/1990	V	EAST	PLUMBER	30.46
FISSETTE, PATRICK	12/19/2013	V	WEST	PLUMBER	6.54
KASPRYK, JOHN	09/07/1982	VI	SOUTH	ASBESTOS COORDINATOR	37.84
HALLIHAN, RICH JR.	04/01/1983	VI	EAST	ASST. HVAC TECH.	37.27
YULE, JOSEPH	10/15/1984	VI	EAST	GENERAL CUSTODIAN	35.73
LANCIA, MICHAEL	05/12/1986	VI	EAST	SEMI-SKILLED	34.16
CLINE, RICHARD	06/10/1986	VI	SOUTH	1 <sup>ST</sup> SHIFT SUPERVISOR	34.08
WALLER, WAYNE	01/04/1988	VI	SOUTH	GENERAL CUSTODIAN	32.51
JANUCHOWSKI, JOSEPH	04/04/1988	VI	WEST	2 <sup>ND</sup> SHIFT SUPERVISOR	32.26
DONNELLY, SEAN	09/17/1990	VI	EAST	2 <sup>ND</sup> SHIFT SUPERVISOR	29.80
SELBY, JOSEPH	11/05/1990	VI	EAST	SEMI-SKILLED	29.67
CRUZ, IGNACIO	02/06/1991	VI	WEST	GENERAL CUSTODIAN	29.41
JASKULA, JOSEPH	02/18/1991	VI	WEST	HEAD GROUNDSKEEPER	29.38
ROBINSON, FRANK	12/02/1991	VI	WEST	GENERAL CUSTODIAN	28.59
RIZZO, LARRY	04/19/1993	VI	SOUTH	2 <sup>ND</sup> SHIFT SUPERVISOR	27.21
ANTHONY, MICHAEL	01/03/1994	VI	EAST	ASST. GROUNDSKEEPER	26.50
PIEKARZ, DANNY	10/17/1994	VI	EAST	PAINTER	25.72
PURALEWSKI, PAUL	12/27/1994	VI	WEST	HANDYMAN/SEMI-SKILLED	25.53
ROWICKI, MARIA	07/10/1996	VI	EAST	GENERAL CUSTODIAN	23.98
O'HARA, PATRICK	11/09/1996	VI	EAST	GENERAL CUSTODIAN	23.65
MITCHELL, ANTHONY	12/11/1996	VI	SOUTH	GENERAL CUSTODIAN	23.56
YOSHIOKA, SCOTT	09/05/1997	VI	SOUTH	GENERAL CUSTODIAN	22.83
MUENCH, ANTHONY	10/27/1997	VI	EAST	GENERAL CUSTODIAN	22.69
HOARE, HOWYE	12/03/1997	VI	EAST	GENERAL CUSTODIAN	22.59
JASKULA, DAVID	04/27/1998	VI	WEST	HANDYMAN/SEMI-SKILLED	22.19
FORD, JAMES	06/08/1998	VI	WEST	GENERAL CUSTODIAN	22.07
RENDON, ASDRUBAL	09/01/1999	VI	WEST	GENERAL CUSTODIAN	20.84
ESTRADA, HECTOR	01/18/2000	VI	WEST	GENERAL CUSTODIAN	20.46
DAVIS, LEE	02/14/2000	VI	WEST	GENERAL CUSTODIAN	20.39
HERNANDEZ, RUPERTO	09/01/2000	VI	EAST	RECORD RETENTION	19.84
PALADIN, NIKO	09/04/2001	VI	SOUTH	GENERAL CUSTODIAN	18.84
ESTRADA, MERCED	07/01/2002	VI	WEST	GENERAL CUSTODIAN	18.01
GARRISON, TYRUS	10/01/2004	VI	SOUTH	PAINTER	15.75
FIRESTONE, GEORGE	05/01/2005	VI	EAST	GENERAL CUSTODIAN	15.18

**CUSTODIAL SENIORITY LIST 7-1-2020**

NAME	HIRE DATE	CAT	BLDG	POSITION	RIF POS
TKACHYK, MYROSLAV	05/02/2005	VI	SOUTH	GENERAL CUSTODIAN	15.18
BERNARD, STEPHAN	05/03/2005	VI	EAST	GENERAL CUSTODIAN	15.17
VAZQUEZ, JOSE	05/23/2005	VI	EAST	GENERAL CUSTODIAN	15.11
HERNANDEZ, MANUEL	08/01/2005	VI	SOUTH	GENERAL CUSTODIAN	14.92
ROBINSON, JOHNNY	06/07/2006	VI	WEST	GENERAL CUSTODIAN	14.07
KULCZAK, RICHARD	09/05/2006	VI	SOUTH	GENERAL CUSTODIAN	13.83
DE LOERA, JOSE	09/06/2006	VI	SOUTH	GENERAL CUSTODIAN	13.83
RAYNER, ERIC	11/21/2007	VI	WEST	GENERAL CUSTODIAN	12.61
CIBRIAN, PAUL	02/25/2008	VI	WEST	EQUIPMENT MANAGER	12.35
DAY, JAMES	07/02/2008	VI	EAST	GENERAL CUSTODIAN	12.00
CISNEROS, FERNANDO	10/11/2011	VI	WEST	GENERAL CUSTODIAN	8.72
EBRO, QUIRICO	05/10/2013	VI	SOUTH	GENERAL CUSTODIAN	7.15
FONSECA, VICTOR	03/06/2014	VI	EAST	GENERAL CUSTODIAN	6.33
ZISS, GARY	07/01/2015	VI	WEST	GENERAL CUSTODIAN	5.00
LONGSWORTH, RANDY	07/25/2015	VI	EAST	GENERAL CUSTODIAN	4.94
LEON, OCTAVIO	10/19/2015	VI	WEST	GENERAL CUSTODIAN	4.70
MAREK, MATTHEW	01/01/2016	VI	WEST	ASST. GROUNDKEEPER	4.47
CONTRERAS, MOISES	05/11/2016	VI	WEST	GENERAL CUSTODIAN	4.14
HEINZ, ROBERT	06/14/2016	VI	SOUTH	HEAD GROUNDSKEEPER	4.05
ORTIZ, JOEL	06/18/2016	VI	EAST	GENERAL CUSTODIAN	4.04
SEVER, CHRIS	07/25/2016	VI	SOUTH	GENERAL CUSTODIAN	3.93
WILLIAMS, MICHAEL	09/06/2016	VI	WEST	GENERAL CUSTODIAN	3.82
BRUCE, GILBERT	03/27/2017	VI	SOUTH	GENERAL CUSTODIAN	3.26
CINO, CHARLES	06/05/2017	VI	WEST	GENERAL CUSTODIAN	3.06
STINETTE, BENNIE	06/21/2017	VI	EAST	GENERAL CUSTODIAN	3.03
RIVERA, JULIO	07/01/2017	VI	EAST	GENERAL CUSTODIAN	2.98
SANCHEZ TORRES, KARINA	07/29/2017	VI	EAST	GENERAL CUSTODIAN	2.92
BUSHELL, TREVOR	08/09/2017	VI	EAST	GENERAL CUSTODIAN	2.90
VELAZQUEZ, RUEBEN	08/23/2017	VI	EAST	GENERAL CUSTODIAN	2.85
EBANKS, ENDERA	04/09/2018	VI	SOUTH	GENERAL CUSTODIAN	2.23
CANIZZO, CHRIS	04/16/2018	VI	WEST	CUSTODIAN – FLOATER	2.21
CASTELLON, SIMON	04/23/2018	VI	SOUTH	CUSTODIAN – FLOATER	2.19
VALLEJO, RAUL	08/06/2018	VI	EAST	GENERAL CUSTODIAN	1.90
CAPETILLO, BERTHA	08/31/2018	VI	EAST	GENERAL CUSTODIAN	1.87
MOJICA, JAMIE	10/18/2018	VI	WEST	GENERAL CUSTODIAN	1.70
BILEK, JOHN	04/08/2019	VI	SOUTH	ASST. HVAC TECH.	1.23
HEJNOWSKI, PAUL	05/20/2019	VI	SOUTH	GENERAL CUSTODIAN	1.12
SAMANO, MIGUEL	06/14/2019	VI	WEST	ASST. HVAC TECH.	1.05
JONES, JOHNNY JR.	07/29/2019	VI	SOUTH	GENERAL CUSTODIAN	.93
HERRERA, ARMANDO	09/03/2019	VI	WEST	GENERAL CUSTODIAN	.83
GUZMAN, GERADO	09/13/2019	VI	SOUTH	GENERAL CUSTODIAN	.80
AGUILAR, LORENZO	10/15/2019	VI	EAST	CUSTODIAN – 2 <sup>ND</sup> &WKND.	.71
CONOSCENTI, MICHAEL	11/04/2019	VI	WEST	GENERAL CUSTODIAN	.66
SIMONS, BENJAMIN	11/05/2019	VI	EAST	HEAD GROUNDSKEEPER	.65
HEATH, RYAN	11/18/2019	VI	SOUTH	GENERAL CUSTODIAN	.62
OPEN		VI	SOUTH	GENERAL CUSTODIAN	
OPEN		VI	SOUTH	GENERAL CUSTODIAN	
OPEN		VI	SOUTH	ASST. GROUNDSKEEPER	
LIWAG, SERGIO	04/25/1995	VIII	EAST	MISC. JANITORIAL	25.20



**ADMINISTRATIVE ASSISTANT/OFFICE STAFF SENIORITY LIST 7-1-2020**

**Communications**

<b>NAME</b>	<b>BLDG.</b>	<b>POSITION</b>	<b>LEVEL</b>	<b>MOS/DAYS</b>	<b>START DATE</b>	<b>RIF Pos.</b>
VEHRS, NANCY	ADMIN	ADMIN ASST - ASST SUPT	VI	12/260	10/16/1995	24.73
O'MALLEY, SOPHIA	EAST	ADMIN ASST - PRINCIPAL	VI	12/260	09/29/1997	20.25
FELDKAMP, ANN	ADMIN	ADMIN ASST – SPECIAL ED	VI	12/260	07/12/2010	9.98
FUOCO, ROXANNE	WEST	ADMIN ASST –PRINCIPAL	VI	12/260	12/01/2011	8.59
BEDNAREK, CHRISTINE	SOUTH	ADMIN ASST - PRINCIPAL	VI	12/260	08/30/2016	3.84
CARGOLA, AMANDA	ADMIN	ADMIN ASST – ASST SUPT	VI	12/260	08/24/2016	3.70
BALOGH, IRENE	EAST	ADMIN ASST –AP	V	12/260	10/26/1998	21.70
TORTORELLO, LAURA	EAST	ADMIN ASST –AP	V	12/260	05/25/2005	13.29
WEIJHNER, DENISE	WEST	ADMIN ASST –AP	V	12/260	08/13/2012	7.88
KING, NOREEN	SOUTH	ADMIN ASST –AP	V	12/260	10/27/2014	5.68
MUELLER, BELINDA	WEST	ADMIN ASST –AP	V	12/260	08/31/2015	4.84
TALARICO, KRISTYN	SOUTH	ADMIN ASST –AP	V	12/260	10/13/2015	4.72
PERKINS, BARBARA	WEST	ADMIN ASST –AP	V	12/260	01/03/2017	3.49
HARTNEY, JILLIAN	SOUTH	ADMIN ASST –AP	V	12/260	01/08/2018	2.48
ADREANI, TRICIA	EAST	ADMIN ASST –AP	V	12/260	07/06/2020	0.00
NAGEL, LAURIE	ADMIN	SWITCHBOARD/RECEPT	III	12/260	08/19/1982	37.89
OFENLOCH, LESLIE	SOUTH	DEPT SEC- SPS/CRC	III	10/220	10/07/1985	28.85
NOHELTY, CYNTHIA	EAST	DEPT SEC-BKSTRE/NURSE	III	10/220	08/17/1992	23.15
DEBOOR, LOUISE	EAST	DEPT SEC-SPS	III	10/220	10/20/1993	22.17
FANTUCCHIO, MARGIE	EAST	DEPT SEC-DEAN'S OFFICE	III	10/208	03/31/1997	19.31
BURKE, KAREN	SOUTH	DEPT SEC-MATH/SCIENCE	III	10/208	04/07/1997	19.29
DUESENBERG, CANDICE	EAST	DEPT SEC-HEALTH CTR	III	10/208	12/08/1997	18.74
PETERSEN, MARCY	WEST	DEPT SEC-ATHL/PE	III	10/213	12/03/2001	17.29
SCHLUDE, DEBRA	WEST	DEPT SEC-ENG/SOC SCI	III	10/208	08/14/2000	16.51
KLARKOWSKI, JOY	WEST	DEPT SEC-FINE ARTS	III	10/213	08/23/2000	16.49
MCHUGH, MARY	SOUTH	DEPT SEC-SPEC ED	III	10/208	10/22/2001	15.52
LORD, LINDA	WEST	DEPT SEC-FL/MATH/SCI	III	10/208	01/29/2002	15.30
EHORN, PATRICIA	EAST	DEPT SEC -ASC	III	10/208	05/09/2005	12.58
MURILLO, MONICA	WEST	DEPT SEC-ATTEND/SSA	III	10/208	08/18/2005	12.35
BOYD, TAMI	WEST	DEPT SEC – CTE & PE	III	10/208	02/25/2008	10.26
AGALLIU, HIONA	SOUTH	DEPT SEC-ATTENDANCE	III	10/208	03/31/2009	7.60
GARRISON, MAE	SOUTH	DEPT SEC-HEALTH OFFICE	III	10/208	08/11/2011	7.38
HANSON, KIMBERLY	EAST	DEPT SEC-SPEC Ed /SPS	III	12/260	05/28/2013	6.60
DISPARTE, LISA	EAST	DEPT SEC-FINE ARTS	III	10/213	08/22/2013	5.70
KOSLOSKI, NADINE	SOUTH	SWITCHBOARD/RECEPT.	III	12/260	05/31/2016	4.08
BURKE, RENEE	EAST	ADMIN. SUPP. CTR. (ASC)	III	10/208	09/12/2016	3.16
LANG, MARIE	SOUTH	DEPT SEC-FS/SS/SPED	III	10/208	03/01/2017	2.77
MILITELLO, TARA	SOUTH	DEPT. SEC – SST	III	10/208	08/03/2017	2.42
HARRISON, AMANDA	WEST	SWITCHBOARD/RECEPT.	III	12/260	01/18/2018	2.04
BLONG, KAREN	SOUTH	DEPT SEC-FINE ARTS/CTE	III	10/213	06/25/2018	2.02
FUNCHES, JONATHAN	WEST	DEPT SEC-SPEC ED	III	10/208	04/28/2018	1.81
BUTERA, SUZANNE	SOUTH	DEPT SEC-ATHL/PE	III	10/213	07/31/2018	1.59
RAMOS, MARILYN	WEST	DEPT SEC – SPS	III	12/260	09/09/2019	.81
FERNANDEZ, LIZETTE	EAST	DEPT SEC-SPEC ED	III	10/208	09/10/2019	.67
MONTANEZ, DEBORAH	EAST	DEPT SEC-ATHL/PE	III	10/213	03/15/2020	.24
DUNLEAVY, ERIN	FROST	ASST/TRANSP COORD.	III	12/260	08/31/2020	
BAKER, JESSICA	EAST	SWITCHBOARD/RECEPT.	III	12/260	09/01/2020	

**ADMINISTRATIVE ASSISTANT/OFFICE STAFF SENIORITY LIST 7-1-2020**

**Computational**

NAME	BLDG	POSITION	LEVEL	MOS/DAYS	START DATE	RIF POS.
GEORGALAS, KAREN	ADMIN	PAYROLL SPECIALIST	VI	12/260	11/08/1999	20.52
BOLDT, LAURA	ADMIN	PAYROLL SPECIALIST	VI	12/260	06/01/2011	9.09
HALT, SHANNON	ADMIN	TALENT MANAGEMENT SPEC.	VI	12/260	07/07/2014	5.99
REGAN, JUDI	WEST	SCHEDULER	V	12/260	06/16/1997	23.05
KENNEDY, HELGA	ADMIN	PURCHASING/AP	V	12/260	09/02/1997	22.84
GARCIA, ILIANA	ADMIN	AP/P-CARDS	V	12/260	09/15/1997	22.80
PLACEK, EWA	EAST	SCHEDULER	V	12/260	02/19/2002	18.37
LYMPEROPOULOS, MARIA	EAST	BOOKSTORE MANAGER	V	12/260	10/30/2002	17.68
ANTONI, RITA	SOUTH	BOOKSTORE MANAGER	V	12/260	08/12/2004	13.19
PHILLIPS, MARY	ADMIN	HR/BENEFITS COORD.	V	12/260	03/12/2012	8.31
WECHTNER, SHEILA	ADMIN	STUDENT ACTIV./P-CARD	V	12/260	10/27/2014	5.68
WORDEL, MICHELLE	SOUTH	SCHEDULER	V	12/260	07/13/2015	4.97
COY, PATRICIA	WEST	BOOKSTORE MANAGER	V	12/260	12/02/2013	4.84
VEIT, JAN	WEST	REGISTRAR	IV	12/260	10/15/2001	16.21
BELVILLE, KERRY	SOUTH	REGISTRAR	IV	12/260	08/23/2005	12.76
CARDONA, JENNIBETH	EAST	REGISTRAR	IV	12/260	07/16/2020	

**GENERAL**

NAME	BLDG	POSITION	LEVEL	MOS/DAYS	START DATE	RIF POS.
VALENTIN, EVELYN	WEST	CLERK- ATTEND/SSA	IIIB	10/201	08/28/1996	19.80
FIARITO, KELLY	WEST	CLERK-BOOKSTORE ASST.	IIIB	10/201	10/02/2001	15.43
AZRA, SHAMIRAN	EAST	CLERK-LIBRARY	IIIB	10/201	03/04/2005	12.73
NIELSEN, JULIE	WEST	CLERK-ATTEND/SSA	IIIB	10/201	05/02/2005	11.62
STAUFFER, MAUREEN	EAST	CLERK-ATTENDANCE	IIIB	10/201	08/01/2016	3.24
MORTIMER, J. DARLENE	SOUTH	CLERK-DEAN'S ASST.	IIIB	10/201	09/01/2016	3.18
KALDIS, EVANTHIA	EAST	CLERK-DEAN'S ASST.	IIIB	10/201	01/10/2017	2.88
CRUZ, MARLON	EAST	CLERK-DEAN'S ASST.	IIIB	10/201	01/13/2020	.39
BAIRD, CHRISTINE	WEST	CLERK-SPEC. ED. ASST.	IIIB	10/201	8/10/2020	
OPEN	SOUTH	TESTING COORDINATOR	IIIB	10/201		

**JOB CLASSIFICATIONS**

Based on an analysis of assigned responsibilities, seven (7) full-time job classifications have been established. The job levels recognize differences in skill requirements and job requirements. Within the job levels, positions are classified as twelve-month positions, school-year positions or part-time positions. A twelve-month employee works year round even when school is not in session. A school-year employee generally begins work five (5) work days before the first day of teacher attendance and ends five (5) work days after the last day of teacher attendance according to the official school calendar that is in effect at the beginning of the school year whether the calendar is adjusted later in the school year or not.

**SCHOOL SAFETY MONITOR SENIORITY LIST 7-1-2020**

<b>NAME</b>	<b>BLDG.</b>	<b>DATE OF HIRE</b>	<b>RIF POSITION</b>	<b>IMRF CREDIT</b>
FREY, VIRGINIA	SOUTH	09/01/1968	43.05	51.87
GAUDIO, BRENDA	WEST	10/09/1996	19.71	23.74
KNOWLES, JUDITH	EAST	02/01/1999	17.78	21.43
PURCINSKI, CATHY	WEST	03/20/2000	16.85	20.30
SWENDROWSKI, DEBORAH	EAST	09/18/2000	16.43	19.80
DARTEZ, DEBBY	SOUTH	08/27/2001	15.65	18.86
PUDLO, EDWARD	SOUTH	08/28/2002	14.82	17.85
MAKRIS, EKATERINI	WEST	01/06/2003	14.52	17.50
ZEGARRA, VICTOR	EAST	03/29/2004	13.50	16.27
REINCKE, LAURA	WEST	08/25/2014	4.86	5.85
WERSCHING, JEAN	SOUTH	10/13/2015	3.92	4.72
DUCHARME, KRISTEN	WEST	09/12/2016	3.16	3.80
CIRONE, JOSEPHINE	WEST	12/12/2016	2.95	3.55
KLEINHUBERT, PATRICIA	WEST	08/11/2017	2.40	2.89
KYRIAKOPOULOS, CHRISTINIA	WEST	08/21/2018	1.55	1.86
GEARY, ROBERT	SOUTH	08/07/2019	.75	.90
ACEVEDO, ROSA	WEST	09/05/2019	.68	.82

**SECURITY GUARD SENIORITY LIST 7-1-2020**

<b>NAME</b>	<b>BLDG.</b>	<b>DATE OF HIRE</b>	<b>10/12 RIF POSITION</b>
LITTLEJOHN, GREG	EAST	03/27/1989	12 31.28
LOZANO, ERIK	WEST	09/06/2005	12 14.36
BELLOS, LILLIANA	WEST	11/26/2006	12 13.34
FERDINAND, LAWRENCE	SOUTH	05/07/2007	12 13.16
KENNEDY, ANDRE	EAST	05/08/2006	12 12.10
WEBER, WILLIAM	EAST	01/29/2008	10 10.73
SMAHA, LARRY	SOUTH	10/24/2007	10 10.54
KUROWSKI, SHERYL	SOUTH	11/18/2013	12 6.62
BUFORD, TERRENCE	EAST	04/15/2013	10 5.99
SCHENKEL, MICHAEL	SOUTH	02/10/2015	10 4.48
RICH, MATT	EAST	12/14/2016	10 2.94
BROWN, JESSIE	WEST	08/10/2018	10 1.57
GARCIA, ELVIS	EAST	08/27/2018	10 1.53
DAWOD, GILBERT	EAST	09/17/2018	10 1.48
ROACH, MICHAEL	SOUTH	10/22/2018	10 1.41
REINKE, JOSEPH	SOUTH	12/03/2018	10 1.31
DURR, LARRY	WEST	01/29/2019	10 1.18
WILKS, CORY	WEST	08/28/2019	10 .70
ARANGO, ROSARY	EAST	09/03/2019	10 .69
DORSEY, PATRICK	SOUTH	09/09/2019	10 .67
FOLEY, MEGAN	EAST	11/11/2019	10 .53
BATES, LAMON	EAST	01/06/2020	10 .40
GONZALEZ, LUZ	WEST	01/21/2020	10 .37
WORTHY, BRANDON	EAST	03/02/2020	10 .28
OPEN	EAST		10
OPEN	WEST		10

**TECHNOLOGY STAFF SENIORITY LIST 7-1-2020**

<b>NAME</b>	<b>POSITION</b>	<b>CATEGORY</b>	<b>BLDG</b>	<b>START DATE</b>	<b>RIF Pos</b>
MROZ, KYLE	DIST. TECHNOLOGY MANAGER	1	ADMIN	03/16/1998	22.31
CANNIZZO, MICHAEL	DIST. TECHNOLOGY SUPPORT MANAGER	1	EAST	01/08/2001	19.49
URBANSKI, JONATHAN	DIRECTOR OF TECHNOLOGY SYSTEMS	1	ADMIN	09/09/2013	6.81
TKACH, NATALYA	MANAGER OF INFORMATION SERVICES	1	ADMIN	09/28/2015	4.76
NATHANSON, HOWARD	SYSTEMS ANALYST	2	ADMIN	09/19/1988	31.80
KASPRAK, DAVID	NETWORK ENGINEER I	2	ADMIN	01/22/2001	19.45
POWELL, ANDREW	SYSTEMS SOFTWARE ENGINEER	2	ADMIN	08/28/2017	2.84
LIN, WAN	LAN SUPPORT I	3	ADMIN	12/27/2006	13.52
ROKNICH, DEXTER	BLDG. COMPUTER TECHNICIAN III	3	WEST	05/24/2010	10.11
SADILEK, JAMES	BLDG. COMPUTER TECHNICIAN III	3	SOUTH	08/06/2012	7.90
BACHAR, DAN	COORD. BLENDED LEARN/INTERV. ANALYSIS	3	ADMIN	08/31/2012	7.84
VAN MERSBERGEN, KEN	BLDG. COMPUTER TECHNICIAN III	3	EAST	10/16/2017	2.71
BAGNESCHI, DOMINICK	BLDG. COMPUTER TECHNICIAN II	4	SOUTH	05/04/2011	9.16
TAPIA, TONY	BLDG. COMPUTER TECHNICIAN II	4	WEST	09/01/2017	
PLOHR, STANLEY (ROB)	BLDG. COMPUTER TECHNICIAN II	4	EAST	08/20/2018	1.87
MOCKUS, JAMES	BLDG. COMPUTER TECHNICIAN II	4	WEST	08/27/2018	1.85
ROSSI, THOMAS	BLDG. COMPUTER TECHNICIAN I	5	SOUTH	12/18/2017	2.54
DEAN, JOSEPH	BLDG. COMPUTER TECHNICIAN I	5	EAST	09/24/2018	1.77
KHANANISHO, NINOS	BLDG. COMPUTER TECHNICIAN I	5	WEST	10/09/2018	1.73

**OTHER 10-MONTH EMPLOYEE SENIORITY LISTS 7-1-2020**

<b>NAME</b>	<b>POSITION</b>	<b>BUILDING</b>	<b>START DATE</b>	<b>RIF POSITION</b>
BORNHOFF, JERRY	ATHLETIC TRAINER	SOUTH	08/21/1998	18.16
LUETJE, MEGAN	ATHLETIC TRAINER	EAST	08/13/2008	9.87
MELLIGAN, RYAN	ATHLETIC TRAINER	WEST	07/31/2017	2.42
KENDRICK, PEGGY	NON-CERTIFIED SCHOOL NURSE	SOUTH	08/15/2001	15.68
VILLALOBOS, SHELLY	REGISTERED NURSE-SPECIAL ED	EAST	08/22/2014	4.87
LAAKSO, AKANSHA	NON-CERTIFIED SCHOOL NURSE	WEST	07/30/2019	.77
LINO, JENNYBEE	NON-CERTIFIED SCHOOL NURSE	EAST	08/17/2020	
SANCHEZ, PATRICK	THEATRE TECHNICIAN	SOUTH	10/05/1988	26.36
BUCZEK, JESSICA	THEATRE TECHNICIAN	EAST	08/21/2008	9.85
MCMANUS, PETER	THEATRE TECHNICIAN	WEST	08/08/2017	2.41
KOWALSKI, SUZANNE	SCHOOL LIBRARIAN (NON-CERT)	SOUTH	08/28/2012	6.51
AASI, RUMMANAH	SCHOOL LIBRARIAN (NON-CERT)	EAST	08/18/2014	4.88
THOMPSON, NICOLE	SCHOOL LIBRARIAN (NON-CERT)	WEST	08/18/2014	4.88
GREENBERG, GEOFFREY	SCHOOL LIBRARIAN (NON-CERT)	WEST	08/11/2015	4.06
COCKRAN, COLLEEN	SCHOOL LIBRARIAN (NON-CERT)	EAST	04/01/2019	1.04
WILKENS, LAURA	ASST. CAREER COORDINATOR	EAST	01/31/2017	3.42
HANSEN, KAYLA	ASST. CAREER COORDINATOR	EAST	07/01/2018	2.00
MUSSAY, KYLIE	ASST. CAREER COORDINATOR	EAST	02/19/2019	1.36

**2020-21 SALARY/BENEFITS FOR CUSTODIAL/MAINTENANCE**

HIRED BEFORE JULY 1, 2014	HOURLY BASE RATE	ANNUAL BASE SALARY	BASE SALARIES FOR MAINTENANCE & CUSTODIAL EMPLOYEES HIRED ON/AFTER JULY 1, 2014	
Step 5	20.53	42,702		
Step 6	21.42	44,554	<b>CUSTODIAL</b>	\$40,000
Step 7	22.26	46,301		
Step 8	23.11	48,069	<b>MAINTENANCE</b>	
Step 9	23.95	49,816	<b>GENERAL (SEMI-SKILLED)</b>	\$45,459
Step 10	25.16	52,333	<b>LICENSED (SKILLED)</b>	\$64,094
Step 11	26.58	55,286		
Step 12	27.38	56,950		
Step 13	28.20	58,659		
Step 14	28.91	60,133		
Step 15	29.56	61,485		
Off Schedule Salary Range*		\$64,094-68,864		

\*All employees off schedule will have a base salary no less than the minimum and no more than the maximum depending on how many years the employee has been off schedule.

SHIFT DIFFERENTIAL	MONTHLY	ANNUALLY
Second Shift - Afternoon/Evening	\$60	\$720
Third Shift - Night	\$110	\$1,320
Weekend Shift – Saturday or Sunday	\$60	\$720
SUPERVISION STIPEND	MONTHLY	ANNUALLY
First and Second Shift	\$550	\$6,600

MAINTENANCE STIPENDS	MONTHLY	ANNUALLY
Highly Skilled (Head HVAC & Electrician)	\$900	10,800
Skilled (up to 6 per building)	\$550	\$6,600
Semi-skilled (up to 3 per building)	\$275	\$3,300
Record Retention (1 at East)	\$130	\$1,560
Hazardous Materials Specialist/Project Manager (1)	\$900	\$10,800
Asbestos Workers (2 per District)	\$70	\$840

LONGEVITY STIPENDS	MONTHLY	ANNUALLY
After 15 years*	\$75	\$900
After 20 years*	\$85	\$1,020

**OVERTIME**

The following specific holidays will be paid at double time, *although that does not include observed days for these holidays*: Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day and New Year's Day. All other holidays will be paid at time and one-half.

Emergency call-backs will be paid at time and one-half. A custodian called in for an emergency call-back will be paid for no less than three hours. Emergencies are unplanned events for which help is needed to clean or repair water damage, window damage, electrical problems, refrigeration problems, fire hazards, vandalism. All hours worked over 40 hours per week (on a Sunday through Saturday basis) will be paid at time and one-half.

**2020-21 VACATION SCHEDULE FOR CUSTODIAL/MAINTENANCE**

<b>VACATION</b>	<b>HIRED AFTER 7/1/1994</b>	<b>HIRED PRIOR TO 7/1/1994</b>
AFTER 3 MONTHS OF EMPLOYMENT	3 DAYS AVAILABLE FOR USE	3 DAYS AVAILABLE FOR USE
AFTER 6 MONTHS OF EMPLOYMENT	5 DAYS AVAILABLE FOR USE	5 DAYS AVAILABLE FOR USE
AFTER 9 MONTHS OF EMPLOYMENT	8 DAYS AVAILABLE FOR USE	8 DAYS AVAILABLE FOR USE
AFTER 1-5 YEARS OF EMPLOYMENT	10 DAYS AVAILABLE FOR USE	10 DAYS AVAILABLE FOR USE
AFTER 6 YEARS OF EMPLOYMENT	11 DAYS AVAILABLE FOR USE	11.5 DAYS AVAILABLE FOR USE
AFTER 7 YEARS OF EMPLOYMENT	12 DAYS AVAILABLE FOR USE	13 DAYS AVAILABLE FOR USE
AFTER 8 YEARS OF EMPLOYMENT	13 DAYS AVAILABLE FOR USE	14.5 DAYS AVAILABLE FOR USE
AFTER 9 YEARS OF EMPLOYMENT	14 DAYS AVAILABLE FOR USE	16 DAYS AVAILABLE FOR USE
AFTER 10-13 YEARS OF EMP.	15 DAYS AVAILABLE FOR USE	17.5 DAYS AVAILABLE FOR USE
AFTER 14 YEARS OF EMPLOYMENT	15 DAYS AVAILABLE FOR USE	19 DAYS AVAILABLE FOR USE
AFTER 15 YEARS OF EMPLOYMENT	15 DAYS AVAILABLE FOR USE	20 DAYS AVAILABLE FOR USE
AFTER 16 YEARS OF EMPLOYMENT	17 DAYS AVAILABLE FOR USE	20 DAYS AVAILABLE FOR USE
AFTER 17 YEARS OF EMPLOYMENT	19 DAYS AVAILABLE FOR USE	20 DAYS AVAILABLE FOR USE
AFTER 18 YEARS OF EMPLOYMENT	20 DAYS AVAILABLE FOR USE	20 DAYS AVAILABLE FOR USE
AFTER 19 YEARS OF EMPLOYMENT	20 DAYS AVAILABLE FOR USE	20 DAYS AVAILABLE FOR USE
AFTER 20+ YEARS OF EMPLOYMENT	20 DAYS AVAILABLE FOR USE	25 DAYS AVAILABLE FOR USE

**PAID HOLIDAYS**

15 paid holidays Calendars at: [2020-2021 Group Calendars](#)

**RETIREMENT**

SEE PAGE 21 FOR DETAILED INFORMATION ON RETIREMENT BENEFITS.

**2020-21 SALARY & BENEFITS FOR ADMINISTRATIVE ASSISTANT/OFFICE STAFF**

<b>SALARY SCHEDULE</b>		
<b>LEVEL/DAYS WORKED</b>	<b>HOURLY RATE</b>	<b>ANNUAL BASE SALARY</b>
IIIB - 201	\$20.93	\$32,604
III - 208	20.93	33,740
III - 213	20.93	34,551
III - 220	20.93	35,686
III - 260	20.93	42,175
IV - 260	23.08	46,506
V - 260	25.23	50,838
VI - 260	28.34	57,106

<b>LONGEVITY</b>	<b>HOURLY RATE</b>	<b>ANNUAL LONGEVITY</b>				
		<b>201 DAYS</b>	<b>208 DAYS</b>	<b>213 DAYS</b>	<b>220 DAYS</b>	<b>260 DAYS</b>
0-1 years	----	-----	-----	-----	-----	-----
2-3 yrs.	\$ .50	\$779	\$806	\$825	\$853	\$1,008
4-7 yrs.	1.00	1,558	1,612	1,651	1,705	2,015
8-11 yrs.	1.50	2,337	2,418	2,476	2,558	3,023
12-18 yrs.	2.25	3,505	3,627	3,714	3,836	4,534
19-25 yrs.	3.25	5,063	5,239	5,365	5,541	6,549
26+ yrs.	3.75	5,842	6,045	6,190	6,394	7,556
<i>*Longevity figures increase one year every July 1</i>						

<b>SPECIALIST STIPENDS</b>	<b>ANNUALLY</b>
SYSTEMS SPECIALIST I	\$2,500
SYSTEMS SPECIALIST II	\$5,000
SYSTEMS SPECIALIST III	\$7,500

**OVERTIME**

Please refer to section Overtime/Comp Time/Deductions (pg. 8) for specific information regarding overtime pay and compensation time in lieu of overtime pay.

- All hours worked over 40 per week (on a Sunday through Saturday basis) will be paid at time and one-half.
- Administrative Assistant/Office Staff employees called into work for an emergency will be paid at time and one-half for no less than three hours.
- Emergencies are unplanned events for which help is needed to open school due to problems related to acts of God or vandalism.

**2020-21 VACATION SCHEDULE FOR  
ADMINISTRATIVE ASSISTANT/OFFICE STAFF**

<b>VACATION ALLOWANCE (REVISED 7/10)</b>	
<b>12 MONTH EMPLOYEES</b>	
AFTER 3 MONTHS OF EMPLOYMENT:	3 DAYS AVAILABLE FOR USE
AFTER 6 MONTHS OF EMPLOYMENT:	5 DAYS AVAILABLE FOR USE
AFTER 9 MONTHS OF EMPLOYMENT:	8 DAYS AVAILABLE FOR USE
AFTER 1-5 YEARS OF EMPLOYMENT:	10 DAYS AVAILABLE FOR USE
AFTER 6 YEARS OF EMPLOYMENT:	11 DAYS AVAILABLE FOR USE
AFTER 7 YEARS OF EMPLOYMENT:	12 DAYS AVAILABLE FOR USE
AFTER 8 YEARS OF EMPLOYMENT:	13 DAYS AVAILABLE FOR USE
AFTER 9 YEARS OF EMPLOYMENT:	14 DAYS AVAILABLE FOR USE
AFTER 10 YEARS OF EMPLOYMENT:	15 DAYS AVAILABLE FOR USE
AFTER 11 YEARS OF EMPLOYMENT:	16 DAYS AVAILABLE FOR USE
AFTER 12 YEARS OF EMPLOYMENT:	17 DAYS AVAILABLE FOR USE
AFTER 13 YEARS OF EMPLOYMENT:	18 DAYS AVAILABLE FOR USE
AFTER 14 YEARS OF EMPLOYMENT:	19 DAYS AVAILABLE FOR USE
AFTER 15 OR MORE YEARS OF EMPLOYMENT:	20 DAYS AVAILABLE FOR USE
<b>SCHOOL YEAR EMPLOYEES HIRED PRIOR TO JULY 1, 1996.</b>	
DURING 1ST YEAR OF EMPLOYMENT:	7 DAYS PRORATED FROM DATE OF EMPLOYMENT.
AFTER TEN YEARS OF EMPLOYMENT:	ADDITIONAL 4 DAYS PER YEAR UP TO MAXIMUM OF 11 DAYS.
<b>SCHOOL YEAR EMPLOYEES HIRED AFTER JUNE 30, 1996 EARN NO VACATION DAYS.</b>	

**PAID HOLIDAYS**

See individual calendars at: [2020-2021 Group Calendars](#)

**RETIREMENT**

see page 21 for detailed information on retirement benefits.



**2020-21 SCHOOL SAFETY MONITOR SALARY & LONGEVITY**

BEGINNING SALARY	HOURLY	YEARLY
	\$13.92	\$19,836
All current employees receive a 1.95% increase ensuring a minimum of \$13.92/hour.		
LONGEVITY		
After 5 years employment*	\$ .50	\$712.50
After 10 years employment*	.85	1,211.25
After 15 years employment*	1.25	1,781.25
After 20 years employment*	1.60	2,280.00
<i>*Longevity figures increase one year every July 1</i>		

**PAID HOLIDAYS**

13 paid holidays - Calendars at: [2020-2021 Group Calendars](#)

**RETIREMENT**

See page 21 for detailed information on retirement benefits.

**2020-21 SECURITY GUARD SALARY & BENEFITS**

SALARY SCHEDULE	HOURLY BASE RATE	10-MONTH ANNUAL BASE SALARY	12-MONTH ANNUAL BASE SALARY
Step 1	\$14.50	\$22,040	\$30,160
Step 2	15.00	22,800	31,200
Step 3	15.50	23,560	32,240
Step 4	16.25	24,700	33,800
Step 5	16.80	25,536	34,944
Step 6	17.40	26,448	36,192
Step 7	18.04	27,421	37,523
Step 8	18.67	28,378	38,833
Step 9	19.33	29,382	40,206
Step 10	19.99	30,385	41,579
Step 11	20.69	31,449	43,035
Step 12	21.41	32,543	44,533
Step 13	22.06	33,531	45,885
Step 14	22.72	34,534	47,258
Step 15	23.41	35,583	48,693
Step 16	24.00	36,480	49,920
<i>Off-schedule Security Guards receive a 1.95% base salary increase.</i>			

LONGEVITY STIPENDS	MONTHLY	ANNUALLY 10-MO.	ANNUALLY 12-MO.
After 5 years*	\$45	\$450	\$540
After 10 years*	\$90	\$900	\$1,080
After 15 years*	\$115	\$1,150	\$1,380
After 20 years*	\$140	\$1,400	\$1,680
<i>*Longevity figures increase one year every July 1</i>			

SHIFT DIFFERENTIAL	MONTHLY	ANNUALLY 10-mo. emp.	ANNUALLY 12-mo. emp.
Second Shift or Weekend Shift	\$50	\$500	\$600

**OVERTIME**

\*Specific holidays will be paid at double time: Thanksgiving, Christmas Eve Day, Christmas Day, New Years Eve Day, New Years Day. All other holidays worked will be paid at time and one-half.

A security guard called in for an emergency will be paid for no less than three hours. Emergency call-backs for security guards would involve vandalism problems. Emergency call-backs will be paid at time and one-half.

All hours worked over 40 hours per week (on a Sunday through Saturday basis) will be paid at time and one-half unless compensation time is elected by the employee.

**2020-21 SECURITY GUARD SALARY & BENEFITS**

<b>VACATION</b>	<b><i>Hired After July 1, 1994</i></b>	<b><i>Hired Prior To July 1, 1994</i></b>
AFTER 3 MONTHS OF EMPLOYMENT	3 DAYS AVAILABLE FOR USE	3 DAYS AVAILABLE FOR USE
AFTER 6 MONTHS OF EMPLOYMENT	5 DAYS AVAILABLE FOR USE	5 DAYS AVAILABLE FOR USE
AFTER 9 MONTHS OF EMPLOYMENT	8 DAYS AVAILABLE FOR USE	8 DAYS AVAILABLE FOR USE
AFTER 1-5 YEARS OF EMPLOYMENT	10 DAYS AVAILABLE FOR USE	10 DAYS AVAILABLE FOR USE
AFTER 6 YEARS OF EMPLOYMENT	11 DAYS AVAILABLE FOR USE	11.5 DAYS AVAILABLE FOR USE
AFTER 7 YEARS OF EMPLOYMENT	12 DAYS AVAILABLE FOR USE	13 DAYS AVAILABLE FOR USE
AFTER 8 YEARS OF EMPLOYMENT	13 DAYS AVAILABLE FOR USE	14.5 DAYS AVAILABLE FOR USE
AFTER 9 YEARS OF EMPLOYMENT	14 DAYS AVAILABLE FOR USE	16 DAYS AVAILABLE FOR USE
AFTER 10-13 YEARS OF EMPLOYMENT	15 DAYS AVAILABLE FOR USE	17.5 DAYS AVAILABLE FOR USE
AFTER 14 YEARS OF EMPLOYMENT	15 DAYS AVAILABLE FOR USE	19 DAYS AVAILABLE FOR USE
AFTER 15 YEARS OF EMPLOYMENT	15 DAYS AVAILABLE FOR USE	20 DAYS AVAILABLE FOR USE
AFTER 16 YEARS OF EMPLOYMENT	17 DAYS AVAILABLE FOR USE	20 DAYS AVAILABLE FOR USE
AFTER 17 YEARS OF EMPLOYMENT	19 DAYS AVAILABLE FOR USE	20 DAYS AVAILABLE FOR USE
AFTER 18 YEARS OF EMPLOYMENT	20 DAYS AVAILABLE FOR USE	20 DAYS AVAILABLE FOR USE
AFTER 19 YEARS OF EMPLOYMENT	20 DAYS AVAILABLE FOR USE	20 DAYS AVAILABLE FOR USE
AFTER 20+ YEARS OF EMPLOYMENT	20 DAYS AVAILABLE FOR USE	25 DAYS AVAILABLE FOR USE

**PAID HOLIDAYS**

Calendars at: [2020-2021 Group Calendars](#)

**RETIREMENT**

see page 21 for detailed information on retirement benefits.

**2020-21 TECHNOLOGY STAFF BENEFITS SCHEDULES**

<b>VACATION ALLOWANCE – CAN ACCUMULATE THE NUMBER OF VACATION DAYS EARNED DURING A TWO-YEAR PERIOD</b>	
<b>CATEGORY 1 - 22 VACATION DAYS PER YEAR, PRORATED FROM HIRE DATE</b>	
AFTER 3 MONTHS OF EMPLOYMENT	5.5 DAYS AVAILABLE FOR USE
AFTER 6 MONTHS OF EMPLOYMENT	11 DAYS AVAILABLE FOR USE
AFTER 9 MONTHS OF EMPLOYMENT	16.5 DAYS AVAILABLE FOR USE
AFTER 1 YEAR OF EMPLOYMENT	22 DAYS AVAILABLE FOR USE
<b>CATEGORIES 2, 3 &amp; 4 - 15 VACATION DAYS PER YEAR, PRORATED FROM HIRE DATE</b>	
AFTER 3 MONTHS OF EMPLOYMENT	3.75 DAYS AVAILABLE FOR USE
AFTER 6 MONTHS OF EMPLOYMENT	7.5 DAYS AVAILABLE FOR USE
AFTER 9 MONTHS OF EMPLOYMENT	11.25 DAYS AVAILABLE FOR USE
AFTER 1 YEAR OF EMPLOYMENT	15 DAYS AVAILABLE FOR USE
<b>CATEGORY 5 - 10 VACATION DAYS PER YEAR, PRORATED FROM HIRE DATE</b>	
AFTER 3 MONTHS OF EMPLOYMENT	2.5 DAYS AVAILABLE FOR USE
AFTER 6 MONTHS OF EMPLOYMENT	5 DAYS AVAILABLE FOR USE
AFTER 9 MONTHS OF EMPLOYMENT	7.5 DAYS AVAILABLE FOR USE
AFTER 1 YEAR OF EMPLOYMENT	10 DAYS AVAILABLE FOR USE

**PAID HOLIDAYS**

Calendars at: [2020-2021 Group Calendars](#)

**2020-21 THEATRE TECHNICIAN/ AUDITORIUM MANAGER SALARY SCHEDULE**

<b>SALARY SCHEDULE</b>	<b>ANNUAL BASE SALARY</b>
BEGINNING RATE:	
STEP 0	\$50,646
STEP 1	51,871
STEP 2	53,095
STEP 3	54,320
STEP 4	55,544
STEP 5	56,769
STEP 6	57,993
STEP 7	59,218
STEP 8	60,442
STEP 9	61,667
STEP 10	62,891
STEP 11	64,116
STEP 12	65,340
STEP 13	66,564
STEP 14	68,121
STEP 15	69,450

<b>LONGEVITY STIPENDS</b>	<b>MONTHLY</b>	<b>ANNUALLY</b>
After 10 years*	\$50	\$500
After 15 years*	75	750
After 20 years*	100	1,000
<i>*Longevity figures increase one year every July 1</i>		

<b>PROFESSIONAL GROWTH STIPENDS</b>	<b>MONTHLY</b>	<b>ANNUALLY</b>
Master's Degree	\$250	\$2,500
Doctorate	500	5,000

**PAID HOLIDAYS**

13 paid holidays (see individual calendars) at: [2020-2021 Group Calendars](#)

Specific holidays will be paid at double time: Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day and New Year's Day

All other holidays worked will be paid at time and one-half.

**RETIREMENT**

SEE PAGE 21 FOR DETAILED INFORMATION ON RETIREMENT BENEFITS.

**2020-21 SALARY & BENEFITS SCHEDULES**

**ATHLETIC TRAINERS  
ASST. CAREER COORDINATOR  
LIBRARIANS (NON-CERTIFIED)  
REGISTERED NURSES**

<b>SALARY SCHEDULE</b>	<b>ANNUAL BASE SALARY</b>
Step 1	43,806
Step 2	45,117
Step 3	47,025
Step 4	48,768
Step 5	50,606
Step 6	52,539
Step 7	54,377
Step 8	56,191
Step 9	58,030
Step 10	60,352
Step 11	62,942
Step 12	65,393
Step 13	67,498
Step 14	70,065
Step 15	72,750
Step 16	76,457

<b>SHIFT DIFFERENTIAL</b>	<b>MONTHLY</b>	<b>ANNUALLY</b>
Second Shift- Afternoons/Evening/Weekends	\$45	\$450

<b>PROFESSIONAL GROWTH</b>	<b>MONTHLY</b>	<b>ANNUALLY</b>
Master's Degree	\$250	\$2,500
Doctorate	\$500	\$5,000

<b>LONGEVITY STIPENDS</b>	<b>MONTHLY</b>	<b>ANNUALLY</b>
After 10 years*	\$40	\$400
After 15 years*	\$50	\$500
After 20 years*	\$60	\$600
<i>*Longevity figures increase one year every July 1</i>		

## 2020-21 SALARY & BENEFITS SCHEDULES

**ATHLETIC TRAINERS\*  
CAREER COORDINATOR  
LIBRARIANS (NON-CERTIFIED)  
REGISTERED NURSES**

### PAID HOLIDAYS

13 paid holidays (see individual calendars) at: [2020-2021 Group Calendars](#)

#### ATHLETIC TRAINERS

\* Specific holidays will be paid at double time:

Thanksgiving Day  
Christmas Eve Day  
Christmas Day  
New Year's Eve Day  
New Year's Day

All other holidays worked will be paid at time and one-half.

#### RETIREMENT

see page 21 for detailed information on retirement benefits.

**2020-21 OCCUPATIONAL & PHYSICAL THERAPISTS SALARY SCHEDULE**

<b>STEP</b>	<b>MA/MS</b>	<b>Doctorate</b>
1	\$70,279	\$72,490
2	71,509	73,759
3	72,761	75,049
4	74,034	76,363
5	75,330	77,699
6	76,648	79,059
7	77,989	80,442
8	79,354	81,850
9	80,743	83,283
10	82,052	84,633
11	83,693	86,326
12	85,367	88,915
13	87,074	90,693
14	88,816	92,507
15	90,592	94,820
16	92,857	97,190
17	95,178	99,134
18	97,558	101,117
19	99,997	103,142
20	102,497	105,463
21	105,059	108,363
22	107,685	111,073
23		113,849



## **FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA)**

The District is committed to compliance with the Family and Medical Leave Act of 1993 (FMLA). The FMLA allows certain employees to obtain unpaid leaves of absence for certain family and medical reasons for up to 12 weeks, with job protection, no loss of service accumulated prior to the commencement of the leave and continuation of certain fringe benefits where applicable, provided the employee returns to work. The FMLA also allows certain employees to obtain unpaid leaves of absence for certain family and medical reasons relating to caring for an injured service member for up to 26 weeks and allows certain employees to obtain unpaid leaves of absence for certain family and medical reasons relating to a “qualified exigency” as defined by the FMLA for up to 12 weeks. It is the District’s policy that if an employee has any accrued vacation, sick or other paid personal time, this paid time will run concurrently with the employee’s FMLA leave entitlement. The Superintendent shall establish administrative procedures to implement this policy and to comply with the FMLA.

**3805** The following administrative procedures are established by the Superintendent in accordance with the direction of the Board of Education: in its Family and Medical Leave Act of 1993 (“FMLA”) policy.

### **INTRODUCTION**

The FMLA allows certain employees to obtain unpaid leaves of absence for certain family and medical reasons for up to 12 weeks, with job protection and no loss of service accumulated prior to the commencement of the leave, provided the employee returns to work.

For purposes of this procedure, the District will use a “rolling” 12 month period measured backward from the date the employee uses any FMLA leave as determined by the Board of Education.

Any leave taken for the birth or care of a child or the placement of a child for adoption or foster care must be completed within 12 months after the date of birth or placement.

### **3805.1 ELIGIBILITY**

To be eligible for leave under the FMLA, an employee must:

- A.** have been employed by the District for a total of at least 12 months; and
- B.** have worked at least 1,250 hours during the 12 months before commencement of the leave.

### **3805.2 AVAILABLE FAMILY AND MEDICAL LEAVE**

- A. Eligible employees are entitled to take up to 12 unpaid work weeks of leave during a 12-month period for any of the following reasons:**
  - 1. the birth and care of a child of the employee;
  - 2. the placement of a child with the employee for adoption or state-sanctioned foster care;
  - 3. to care for a spouse, child (who is under 18 years of age or incapable of self-care due to a disability), or parent (not parent-in-law) with a serious health condition; or
  - 4. an employee's own serious health condition which renders the employee unable to perform his or her job.

**B. Serious Health Condition - For purposes of the FMLA, "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:**

1. in-patient care ( *i.e.*, an overnight stay) in a hospital, hospice, or residential medical-care facility, or any period of incapacity or subsequent treatment connected with such in-patient care; or
2. any period of incapacity (*i.e.*, inability to work, attend school, or perform other regular daily activities) which is:
  - more than three consecutive calendar days and involves two or more treatments by (or under the supervision of) a health care provider, or one treatment by a health care provider which results in a regimen of continuing treatment under the supervision of a health care provider; or
  - due to pregnancy or for prenatal care; or
  - due to a condition that requires periodic treatments by (or under the supervision of) a health care provider, over an extended period of time and may cause episodic rather than a continuing period of incapacity (a "chronic serious health condition" such as asthma, diabetes, or epilepsy); or
  - permanent or long-term due to a condition for which treatment may not be effective, but for which the employee or family member is under the continuing supervision of a health care provider ( *e.g.*, Alzheimer's, or terminal stages of a disease); or
3. any period of absence to receive multiple treatments by (or under the supervision of) a health care provider either for restorative surgery after an accident or injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment such as cancer (*i.e.*, chemotherapy, radiation, etc.) or kidney diseases (*i.e.*, dialysis).

Ordinarily, unless complications arise, the common cold, the flu, earaches, upset stomach, minor ulcers, headaches other than migraine, routine dental problems, and similar afflictions are not a "serious health condition" and therefore do not qualify for FMLA leave.

With regard to substance abuse (including alcohol abuse), FMLA leave may only be taken for treatment of substance abuse by (or on referral from) a health care provider. Absence caused by the employee's use of the substance, rather than for treatment, does not qualify for FMLA leave.

**C. Health Care Provider**

For purposes of the FMLA, "health care provider" means:

- doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctor practices; or
- podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice, under state law; or
- nurse practitioners, nurse-midwives and clinical social workers authorized to

practice, and performing within the scope of their practice, as defined under state law; or

- Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; or
- any other health care provider from whom the District or the District's group health plan benefit manager will accept medical certification of the existence of a serious health condition to substantiate a claim for benefits.

**D. Where Husband and Wife Are Both District Employees**

If both the husband and wife are employed by the District and eligible for FMLA leave, they are permitted to take only a combined total of 12 weeks of leave during a 12-month period if the leave is for the birth and care of a child, the placement of a child for adoption or foster care, or to care for a parent (not a parent-in-law) with a serious health condition.

**E. Reduced or Intermittent Leave**

An eligible employee who requests medical leave based upon the serious health condition of the employee or the employee's family member may request that such leave be taken on an intermittent or a reduced leave schedule. "Intermittent leave" is leave of one hour or more that is taken during any nonconsecutive time period (e.g., one week on, one week off). "Reduced leave" is leave that is taken by reducing the employee's normal working hours (e.g., from eight hours to four hours per day). A request for either intermittent or reduced leave will be granted only where medically necessary, as established by information requested in the District's FMLA medical certification form.

If such intermittent or reduced leave is foreseeable, the District may alter the employee's existing job (while maintaining existing pay and benefits), or may temporarily transfer the employee to a different position with equivalent pay and benefits, in order to best serve the District's operational needs during the leave.

The District may consider requests for intermittent or reduced leave in conjunction with the birth, adoption or foster placement of a child, but the District is not obligated to grant such requests under any circumstances and will do so only at its sole discretion.

**F. Special Rules for Instructional Employees**

1. For purposes of the FMLA, instructional employees are those employees whose principal function is to teach and instruct students in a class, small group or an individual setting, including teachers, athletic coaches, driving instructors, and special education assistants. It does not include teacher aides who do not actually teach or instruct, counselors, psychologists, social workers, curriculum specialists or other auxiliary personnel.

**2. Reduced or Intermittent Leave.**

If an instructional employee requests intermittent or reduced-schedule leave to care for a family member or for the instructional employee's own serious health condition and the instructional employee would be on leave for more

than 20 percent of the instructional employee's total number of working days over the period the leave would extend, the District may require the instructional employee to choose either to:

- a. Take leave for a period of particular duration, not greater than the duration of the planned treatment, or
- b. Temporarily transfer to an available alternative position with equivalent pay and benefits which better accommodates the recurring periods of leave.

**3. Leave Near the End of an Academic Term.**

The District may require an instructional employee to extend an FMLA leave through the end of an academic term under the following circumstances:

- a. If an instructional employee takes an FMLA leave of at least three weeks which begins more than five weeks prior to the end of an academic term, and if the employee would otherwise return to work during the last three weeks of the academic term;
- b. If an instructional employee takes a leave of more than two weeks for a reason other than the employee's serious medical condition, and if the leave commences during the last five weeks of the academic term and would otherwise end during the last two weeks of the term;
- c. If an instructional employee takes a leave for a reason other than employee's own serious medical condition which begins less than three weeks before the end of the academic term, and if the leave will last more than five days.

In the case of an instructional employee who is required to take leave until the end of any academic term, only the period of leave until the employee is ready and able to return to work will be charged against the employee's FMLA entitlement.

**3805.3 PROCEDURES FOR LEAVE**

**A. Requesting a Leave**

An eligible employee must direct his or her request to take FMLA leave to the Assistant Superintendent for General Administration in writing by completing a "Request for Family or Medical Leave of Absence Form," which states, among other matters, the following: the reason for the leave, the anticipated date the leave would begin and end, and the type of leave being requested.

If the need for leave is foreseeable, the employee must provide the District with at least 30 calendar days advance notice prior to the expected start of the leave. If 30 days advance notice is not possible, the employee must provide the District with as

much advance notice as possible, ordinarily within one or two business days of when the need for leave becomes known to the employee. If required notice is not provided, the District may delay the start of the leave to the extent of any required notice period. If the employee is physically or mentally unable to notify the District, a member of employee's family or other representative must do so on the employee's behalf.

If leave is due to the serious health condition of the employee or the employee or the employee's family member, and is for planned medical treatment, the employee must attempt to schedule treatment so as not to unduly disrupt District operations.

In addition, if leave is due to the serious health condition of the employee or the employee's family member, the employee is required in all cases to provide a health care provider's certification of the serious health condition on a form that will be provided by the District at the time the request for leave is made. If leave is due to another reason, appropriate certification may be required. In any case, the completed certification must be submitted by the employee to the District within 15 calendar days after the District requests it.

With respect to the medical certification of a serious health condition, the District has the right to require the employee to obtain a second opinion at the District's expense. In the event of conflicting opinions, the District may require the employee to obtain certification from a third health care provider who is designated or approved jointly by the District and the employee, again at the District's expense. The third opinion will be final and binding.

#### **B. Approval of the Leave**

Ordinarily, the District will provisionally notify the employee who properly has requested leave whether the request has been granted within two business days of learning the reason for the request. Upon submission of all required information and documents (e.g., medical certifications), the provisional notice will become final unless revoked in writing by the District and, if necessary, replaced with another notification within two business days.

The District may designate an employee's leave as FMLA leave after the employee has returned to work where:

1. the District knows the reason for the leave but is waiting for the requested medical certification, as long as the District provisionally designated the leave as FMLA leave as set forth above; or
2. the employee is absent for a FMLA reason and the District does not learn the reason for the absence until after the employee's return to work, as long as the leave is so designated within two business days of learning the reason for the absence, with appropriate notice to the employee.

If leave is taken for an FMLA reason and has not been so designated by the District, but the employee desires that the leave be counted as FMLA leave, the employee must notify the District within two business days of returning to work. If timely notice is not provided by the employee, the employee may not subsequently assert FMLA protection for the absence.

#### **C. Substitution of Paid Leave/Concurrent Leaves**

It is the District's policy that if an employee has any accrued vacation, sick or other paid personal time, this paid time will run concurrently with the employee's FMLA

leave entitlement. In addition, if the requested leave is due to the serious health condition of the employee, any salary continuation benefits for which the employee

is otherwise eligible pursuant to a disability benefit plan or workers' compensation law, may be used in conjunction with paid vacation or other paid personal time, provided that total payments do not exceed 100% of normal base pay. The employee must comply with all requirements of the policy or plan providing for paid leave.

**D. Reporting Requirements During the Leave**

During FMLA leave, the employee is required to contact the Assistant Superintendent for General Administration or his/her designee every two weeks to verify their status and their intent to return to work.

Where the leave is due to the serious health condition of the employee or the employee's family member, the District may require subsequent recertification of the serious medical condition on a reasonable basis (generally not more often than every 30 days), and will require recertification if the employee requests a leave extension, circumstances otherwise change significantly, or the District receives information that casts doubt upon the employee's stated reason for the absence.

The employee is responsible for timely requesting any desired extension of FMLA leave. Extension of a leave should be requested, if circumstances allow, at least seven days prior to the expiration of the initial leave.

**E. Requirements Prior to Return from Leave**

Where the leave is based upon the employee's own serious health condition, the employee must provide medical certification that the employee is able to return to work before the employee will be permitted to return to work.

**3805.4 STATUS OF EMPLOYEE BENEFITS DURING LEAVE OF ABSENCE**

The employee must make arrangements with the District for the payment of the employee's share of the health insurance premium and other group benefit premiums during the leave period (which in any event cannot exceed the amount the employee would have paid for coverage if the employee had continued to work), and must complete an "Election to Continue Insurance During Family/Medical Leave" form. The District will maintain and pay for the District's share of an eligible employee's group health insurance coverage and other group benefit coverage (including dependent coverage) during the period of an FMLA leave, under the same terms and conditions as if the employee had continued to work, unless and until the employee declares an intent not to return to work following the leave. Employees who do not comply with premium payment obligations during the leave period may be dropped from plan coverage until such time as the leave period terminates and they return to work.

Consistent with District policy, employees on FMLA leave will not continue to accrue seniority, vacation or other benefits during the period of the leave. In addition, employees will not be paid for holidays that occur during the leave. However, the leave period will be treated as continuous service (i.e., no breach in service) for purposes of vesting and eligibility to participate in TRS or IMRF retirement programs, unless otherwise restricted by law.

In the event an employee informs the District of an intent not to return to work from the leave, or otherwise fails to return to work upon completion of the leave, the District may recover from the employee the premiums paid by the District during the leave to maintain the

employee's group health insurance coverage, unless the failure to return to work was due to the recurrence or onset of a serious health condition, or was otherwise beyond the employee's control.

### **3805.5 REINSTATEMENT AT THE CONCLUSION OF THE LEAVE**

An employee who timely returns from FMLA leave and who used the leave for the stated purpose will be reinstated to the same position that the employee would have held had the employee not taken leave, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment, unless the employee would no longer be employed had the employee not taken leave. Determination of how an employee is returned to "an equivalent position" will be made on the basis of established school Board policies and practices and the applicable collective bargaining agreement, if any. An instructional employee may be assigned upon return from an FMLA leave to a different course, grade level, school building, classroom size, etc., based on established school Board policies, practices and any applicable collective bargaining agreement. In the event that one job-sharing partner pursuant to any applicable collective bargaining agreement takes a leave of absence under the Family and Medical Leave Act, as amended (the "FMLA"), the full-time assignment shall be offered to the remaining job-sharing partner on a temporary basis for the period that the other job-sharing partner is on the FMLA leave.

In addition, an employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave.

### **3805.6 PROHIBITIONS**

Consistent with District policy regarding all types of leave, the following employee conduct is strictly prohibited in relation to FMLA leave:

- A. Engaging in fraud, misrepresentation or providing false information to the District or any health care provider
- B. Having other employment during the leave, without prior written approval from his/her department head
- C. Failure to comply with the employee's obligations under this procedure
- D. Failure to timely return from the leave

Employees who engage in such conduct will be subject to loss of benefits, denial or termination of leave, and discipline, up to and including discharge.

### **3805.7 UNLAWFUL ACTS**

It is unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided by FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceeding, related to FMLA.

### **3805.8 ENFORCEMENT**

FMLA is enforced, including investigation of complaints, by the U.S. Labor Department's

Employment Standards Administration, Wage and Hour Division. If violations cannot be satisfactorily resolved, the Department may bring action in court to compel compliance. An

eligible employee may also bring a private civil action against an employer for violations.

### 3805.9 OTHER PROVISIONS

Salaried executive, administrative, and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under Regulations, 29 CFR Part 541, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the "salary basis" requirements for FLSA's exemption extends only to "eligible" employees' use of leave required by FMLA.

### 3805.10 ADDENDUM TO FAMILY AND MEDICAL LEAVE ACT POLICY

Under a recently passed law, leave under the FMLA is available to certain qualifying family members of individuals in the Armed Forces. Congress delegated responsibility for defining certain key terms in this new law to the Department of Labor, which is expected to issue guidance on the new law within the year. Until the Department issues this guidance, many of the new law's requirements will remain unclear.

The new law provides for leave in two types of situations:

**(1) Leave to care for an injured service member.** An employee who is otherwise eligible to take FMLA leave, and who is the spouse, parent, son, daughter, or "next of kin" of a member of the armed services who has a serious injury or illness incurred in the line of duty during active military service, may be entitled to take up to 26 weeks of leave to care for the service member. For purposes of this provision, a "serious injury or illness" is one that renders the service member medically unfit to perform the duties of the member's office, grade, rank, or rating.

The rights and responsibilities set forth in the District's current FMLA policy, such as requirements regarding notice, medical certifications, and the like, will normally apply to this type of leave. For leave that is foreseeable, employees must ordinarily provide notice of the need for leave at least 30 days before the leave starts. If the leave is not foreseeable or it is not practicable to provide 30 days' notice, employees must provide notice of their need for leave under this new provision as soon as practicable, which ordinarily means no later than one to two business days after the employee learns of the need for leave.

**(2) "Qualifying exigency."** An employee whose spouse, parent, son, or daughter is on active military duty in support of a "contingency operation," or who receives notice of a call to such duty, may be entitled to up to twelve weeks of FMLA leave to address "qualifying exigencies" arising as a result. The Department of Labor has advised the public that this provision of the new law will not take effect until the Department publishes final regulations defining what is meant by "qualifying exigencies."

The District will provide additional information regarding these new forms of FMLA leave as it learns more. Until the District receives further guidance, requests for leave under these new provisions will be addressed on a case-by-case basis. If an employee believes that he or she may be entitled to leave under the new law, please contact the Assistant Superintendent for General Administration.

Approved: 8/5/96  
Revised: 9/8/08



## SUPPORT STAFF SICK LEAVE BANK GUIDELINES

**Purpose of the Sick Leave Bank:** The Board of Education has established a Sick Leave Bank for non-certificated employees who are eligible for sick leave. The intent of this plan is to provide extended sick leave for any eligible employee who incurs a period of prolonged illness or hospitalization, confirmed in writing by the attending physician. The Bank shall be used only for serious personal illness of the participant and not for the serious illness or death of any other person.

**Enrollment and membership in the Sick Leave Bank:** Eligible support staff members may join on a voluntary basis. An eligible employee may enroll at the time of employment or during the annual open enrollment period (month of July) by signing an authorization form and agreeing to contribute one (1) day of his/her sick days to the Bank.

An annual contribution of one (1) sick day may be required from each member. When the total number of days in the Bank equals twice the number of participants, no annual contribution will be required until such time that the Bank is depleted to an amount of days equal to the number of participants. Upon approval of the Board of Education, the Superintendent may, upon an emergency, request that the contributing members donate an additional day to the Sick Leave Bank if its reserves become depleted.

**How to apply for days from the Sick Leave Bank:** An eligible employee must obtain a Sick Leave Bank application from the benefits department, as well as the necessary documentation from the attending physician. When the benefits department receives the completed application and physician's statement, the Administrative Committee will convene to review the request and prepare a recommendation to the Superintendent. If approved by the Superintendent, the employee will receive an allotment of days from the Bank. The sick leave bank days will be retroactively applied to the first day covered by the provisions of the Bank to a maximum of thirty (30) days per year or until the employee is released to work by the attending physician, whichever occurs first. During the period of prolonged illness or hospitalization, the administration may require written statements by the attending physician.

An employee cannot access the sick leave bank until his/her own sick leave days have been depleted, and a two-day deduction has occurred. A support staff employee on leave is not eligible to be granted days from the Bank during the leave.

**How to withdraw from the Sick Leave Bank:** A participant in the Bank shall be considered as a continuing member unless that participant files a written statement to withdraw with the Assistant Superintendent for General Administration. An employee withdrawing from the Bank for whatever reason will not be allowed to withdraw the contributed days.



## Alaine Township High School District 207

Dr. Kenneth Wallace  
*Superintendent*

*Administration Center*  
1177 South Dee Road  
Park Ridge, Illinois 60068-4398  
www.maine207.org

To: All D207 Employees  
Re: **Protecting the Privacy of Social Security Numbers (SSNs)**

The Illinois Identity Protection Act, 5 ILCS 179/, contains requirements applicable to school districts and their employees. This letter's purpose is to help you understand the protections and requirements of this law.

In implementing this law and the Board's policy, I am seeking to:

1. Increase the awareness of the confidential nature of the SSN and the risk of identity theft related to unauthorized disclosure;
2. Have every employee understand that he or she is prohibited from collecting, displaying, or using another individual's SSN unless authorized by a member of the District administrative staff; and
3. Ensure the use of consistent protocol regarding SSNs throughout the District.

I have copied below sections of the Identity Protection Act that must be followed by every school employee. I have also attached the School Board's policy 4:15, *Identity Protection*. Please carefully read these documents. You will be contacted if you are scheduled to receive training on the protocol for collecting, using, maintaining, and disclosing SSNs.

An employee who has substantially breached the confidentiality of social security numbers may be subject to disciplinary action or sanctions up to and including dismissal, in accordance with District policy and procedures.

Sincerely,

Superintendent

**Attachment #1: Relevant Sections from the Identity Protection Act, 5 ILCS 179/**

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**Section 10. Prohibited Activities.**

- (a) Beginning July 1, 2010, no person or State or local government agency may do any of the following:
- (1) Publicly post or publicly display in any manner an individual's social security number.
  - (2) Print an individual's social security number on any card required for the individual to access products or services provided by the person or entity.
  - (3) Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.
  - (4) Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this Section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this Section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.
- (b) Except as otherwise provided in this Act, beginning July 1, 2010, no person or State or local government agency may do any of the following:
- (1) Collect, use, or disclose a social security number from an individual, unless (i) required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities; (ii) the need and purpose for the social security number is documented before collection of the social security number; and (iii) the social security number collected is relevant to the documented need and purpose.
  - (2) Require an individual to use his or her social security number to access an Internet website.
  - (3) Use the social security number for any purpose other than the purpose for which it was collected.
- (c) The prohibitions in subsection (b) do not apply in the following circumstances:
- (1) The disclosure of social security numbers to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's social security number will be achieved.
  - (2) The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.
  - (3) The collection, use, or disclosure of social security numbers in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
  - (4) The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.

- (5) The disclosure of social security numbers by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.
  - (6) The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm-Leach-Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.
- (d) If any State or local government agency has adopted standards for the collection, use, or disclosure of social security numbers that are stricter than the standards under this Act with respect to the protection of those social security numbers, then, in the event of any conflict with the provisions of this Act, the stricter standards adopted by the State or local government agency shall control.

### **Section 15. Public inspection and copying of documents.**

Notwithstanding any other provision of this Act to the contrary, a person or State or local government agency must comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's social security number. A person or State or local government agency must redact social security numbers from the information or documents before allowing the public inspection or copying of the information or documents.

### **Section 20. Applicability.**

- (a) This Act does not apply to the collection, use, or disclosure of a social security number as required by State or federal law, rule, or regulation.
- (b) This Act does not apply to documents that are recorded with a county recorder or required to be open to the public under any State or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois. Notwithstanding this Section, county recorders must comply with Section 35 of this Act.

### **Section 25. Compliance with federal law.**

If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, any State or local government agency that complies with the federal law shall be deemed to be in compliance with this Act.

### **Section 30. Embedded social security numbers.**

Beginning December 31, 2009, no person or State or local government agency may encode or embed a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the social security number as required by this Act.

### **Section 45. Violation.**

Any person who intentionally violates the prohibitions in Section 10 of this Act is guilty of a Class B misdemeanor.

### **DIRECTOR OF BUILDINGS AND GROUNDS**

The **Director of Buildings and Grounds** is responsible for the operation and maintenance of the school. The Director is directly responsible to the Principal, and works closely with the Director of Facilities and Purchasing in all areas of construction, asbestos abatement, purchasing, and energy management. The Director assigns, supervises and evaluates all custodians. The Director is responsible for making the school buildings and grounds safe for students and staff.

### **SHIFT SUPERVISOR**

The **Shift Supervisor** reports directly to the Director of Buildings and Grounds. The shift supervisor supervises and evaluates custodians on the assigned shift in the building to ensure that all custodial functions are properly performed. The custodial shift supervisor is directly responsible for the operation and maintenance of the building in the absence of the Director of Buildings and Grounds.

The duties of the **shift supervisor** are:

1. Responsible for maintaining the equipment used in the process of cleaning the building and for the repair and replacement of equipment and supplies.
2. Responsible for the functional operation of cooling, heating, and other equipment while on duty. Evaluate problems and order repairs either by custodial staff working under supervision or recommend repairs be made by outside contractors.
3. Responsible for custodial assignments on the assigned shift and shall deploy employees from one job or location to another within a building as needed.
4. In conjunction with the Director of Buildings and Grounds, assess and evaluate the work performance of shift employees and recommend pay changes or performance modification to the Principal as required.
5. Enforce District rules, regulations and procedures, and issue oral or written reprimands and may recommend to the Director of Buildings and Grounds and Principal suspension or dismissal of an employee.
6. Send employees home if sick, and/or call other employees in as needed.
7. Perform custodial work as needed by devoting time to general custodial duties and functions as directed by the Director of Buildings and Grounds. The shift supervisor is expected to supervise school and non-school activities which occur during his shift.

The **shift supervisor** must be able to perform the following **essential functions**:

- Duties listed above
- Lift 50 pounds
- Work on one's feet for 4 hours at a time with a single 15-minute break
- Climb and work on a ladder or scaffold 30 feet high
- Move, with assistance when appropriate, all standard school and office furniture

### **CUSTODIAN**

A **Custodian** is responsible for performing the tasks required for cleaning, maintenance, and operation of the area as assigned, and assists with other duties designated by the supervisor(s), the Director of Buildings and Grounds, the Assistant Principal and Principal.

The duties of **Custodians** include:

1. Mop, sweep, and scrub floors and other surfaces.
2. Clean, renovate, and renew floor surface finishes.
3. Clean, dust and wax furniture, fixtures, windows, doors, trim, etc.
4. Wash and/or clean light fixtures.
5. Replace incandescent and fluorescent lights.
6. Move furniture, supplies, and miscellaneous equipment as directed.
7. Sweep or shovel snow from steps and walks at building entrances as well as treat icy steps and walks.
8. Collect, bag, or recycle waste paper.
9. Lock or unlock doors and windows to classrooms that are necessary to proper operation of building, and turn off all unnecessary lighting.
10. Clean and service rest rooms.

*(continued)*

**CUSTODIANS (CONTINUED)**

11. Routine waste removal.
12. Properly use floor cleaning equipment.
13. Wash all interior glass including partitions, framed pictures, doors, etc.
14. Wash and/or clean exterior window and door glass as required.
15. Clean and service areas as relief person when others are sick or have days off.
16. Report items that require repair to the proper authorities.
17. Follow written work schedules.
18. Guard property against fire, theft, and illegal entry. Help to provide a safe environment for the students and staff.
19. Work from ladder and/or scaffolding.
20. Perform other duties as assigned.

The Custodian must be able to perform the following **essential functions**:

- Duties listed above
- Lift 50 pounds
- Work on one's feet for 4 hours at a time with a single 15-minute break
- Climb and work on a ladder or scaffold 30 feet high
- Move, with assistance when appropriate, all standard school and office furniture
- Work on hands and knees for 15 minutes at a time
- Fill and operate floor-cleaning machine

This listing is not all inclusive and other duties may become part of a custodian's assignment as arranged by the Director of Buildings and Grounds and approved by the Principal.

**Skilled maintenance personnel** are trained and/or experienced in one of the trades: carpenter, plumber, electrician, painter, boiler man, head grounds keeper. A completed apprenticeship in the trade is preferred. A minimum of five years experience is desirable. Skilled maintenance personnel work under the supervision of the Director of Buildings and Grounds and the shift supervisor.

The skilled maintenance employees must be able to perform the following **essential functions**:

- Duties listed above
- Lift 50 pounds
- Work on one's feet for 4 hours at a time with a single 15-minute break
- Climb and work on a ladder or scaffold 30 feet high
- Move, with assistance when appropriate, all standard school and office furniture
- Work on hands and knees for 15 minutes at a time

**SEMI-SKILLED MAINTENANCE PERSONNEL** must have suitable background and experience to function in mechanical maintenance or as an assistant grounds keeper. Such personnel will be assigned by the Director of Buildings and Grounds and approved by the Principal. Specific job responsibilities will be established by the respective supervisors.

The semi-skilled maintenance employees must be able to perform the following **essential functions**:

- Duties listed above
- Lift 50 pounds
- Work on one's feet for 4 hours at a time with a single 15-minute break
- Climb and work on a ladder or scaffold 30 feet high
- Move, with assistance when appropriate, all standard school and office furniture
- Work on hands and knees for 15 minutes at a time

**WORKPLACE ATTIRE**

Each custodian will be issued three sets of uniforms yearly and will be required to wear and maintain the uniforms. The uniforms provided become the property of the employee.