

*Gower School District 62*

**Educational Support  
Personnel**

**Handbook**

**2024 – 2025**

**Revised July 2024**

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# INTRODUCTION

Educational Support Personnel (ESP) include classroom assistants, secretarial staff, custodians, bus drivers, registered nurses, kitchen and food service staff, technical assistants, and other non-certified staff. ESP employees play an important role in the operations of Gower School District 62. ESP employees maintain our schools, support students, teachers and administrators, and transport, provide meals, and look after the health and safety of students.

The ESP Employee Handbook describes many of the current practices, procedures, and policies that are followed by the District regarding ESP employees. The provisions in this Handbook apply to all ESP employees in the District. This version of the ESP Handbook supersedes all previously issued Handbooks. It is designed to provide information regarding working conditions, employee benefits, performance evaluations, and other policies/procedures affecting employment. It is not, however, a complete description of all District benefits, policies, and procedures.

Please read this Handbook carefully, as it describes many of your responsibilities as an employee. The District reserves the right to modify, supplement, and/or eliminate benefits, policies and procedures described within. The contents of this Handbook constitute only a brief summary of the personnel policies and employment regulations in effect at the time of publication. In the event that a Board of Education policy and/or applicable law conflicts with a provision in this handbook, the policy and /or law shall control. Copies of the Board Policy Manual can be found on the [District webpage](#). The District may also alter or rescind any policy or practice, or adopt new policies or practices, at any time, with or without notice. It is the responsibility of the employee to read, understand, and follow all Board of Education policies.

The Handbook is not intended to nor does it create a contract, obligation, and/or guarantee of any sort on the part of the District or the Board of Education. ESP employees are employed on an “at will” basis and for no specific term.

Finally, if there are any questions or concerns about the Handbook or any of the policies and procedures governing your employment as an ESP employee for Gower School District 62, it is your responsibility to seek out your immediate supervisor or contact Rebecca Laratta in the District Office for clarification and answers.

## **District Office**

7700 Clarendon Hills Road  
Willowbrook, IL 60527  
(630) 986-5383

Gower West  
7650 Clarendon Hills Road  
Willowbrook, IL 60527  
(630) 986-5383 Press 1

Gower Middle  
7941 S. Madison Street  
Burr Ridge, IL 60527  
(630) 986-5383 Press 2

## DISTRICT VISION & MISSION STATEMENTS

In July 2005, after receiving extensive input from students, staff, parents, and community members, the Board of Education adopted vision and mission statements to define the District's purpose and direct improvement efforts. The Board recognizes that we will only accomplish our vision of "Children at their best!" through the dedicated efforts of all members of the Gower community.

Vision Statement: Children at their best!

We will be recognized for:

- Challenging the intellect
- Inspiring creativity
- Building the body
- Developing good character
- Celebrating improvement efforts
- Aligning our resources to our vision

Mission Statement: We, the Gower community, are committed to fully developing each child as an engaged learner and as an active, caring citizen in a safe and respectful environment.

## EMPLOYMENT

### Equal Opportunity Employer

Gower School District 62 provides equal employment opportunities to all persons regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, physical or mental handicap or disability, and other legally protected categories. (Policy 5:10)

### Initial Employment

1. Criminal History Background Check: Employment is contingent upon satisfactory results of a criminal history records check pursuant to the Illinois School Code. Employees shall, as a condition of employment, authorize the District in writing to perform a criminal history records check. (Policy 5:30)
2. Immigration Investigation: Under the *Immigration Reform and Control Act*, the Board of Education is prohibited from hiring an employee with knowledge that he or she is an unauthorized alien. The District is required to obtain from all new employees an Employment Eligibility Verification (I-9) form. The District will retain the completed I-9 form for 3 years after the date of hire; or one year after the date of termination, whichever is later.
3. Physical Exam: New employees shall furnish evidence of physical fitness to perform the duties assigned and freedom from communicable diseases. District employment is contingent upon satisfactory results of a physical exam. All results must be sent to the District Office within 30 days of hire. All costs for new employee physical examinations are to be paid by the employee. The Board of Education may, from time to time, require an additional examination by a licensed physician. (Policy 5:30)

4. Education: Beginning on July 1, 2014 all classroom assistants were required to hold an Educator License with Stipulations (ELS): Endorsed as a Paraprofessional Educator.
5. Transcripts: If, as a condition of employment, the District requires official transcripts from high school and all colleges/universities attended. The transcripts should be submitted directly from the high school or college/university.

### **Employment and Assignment**

1. The Board of Education employs personnel in the District based upon the recommendations of the Superintendent.
2. The Superintendent or Designee has the authority to assign personnel to jobs/positions. In assigning personnel jobs/positions, the Superintendent will use judgment and discretion to determine how the employee's skills and experience can best serve the District.

### **Required Trainings**

In Illinois, there are several trainings that are required by law on an annual basis. Please note that the required trainings could change depending on what new laws are passed. Each year, the staff will receive a memo with a sign-off form to indicate awareness and understanding of the required trainings for employment in the District. Some training will be offered online through GCN and some training will be offered through meetings on-site. If the staff member is absent, it is the responsibility of that staff member to check with his/her supervisor to make-up the training. It is the staff member's responsibility to complete the required online trainings on time.

### **Work Week, Work Day and Work Hours**

The normal workweek for 10, 11, and 12-month employees consists of five (5) days, Monday through Friday. Employees assigned to work at least 7.5 continuous hours a day are entitled to a duty-free 30 minute lunch break that begins within the first five (5) hours of the employee's work day. (Policy 5:300)

### **Absence Reporting**

When an absence is known ahead of time, the following procedures apply:

1. Notify your direct supervisor.
2. If eligible for, and are requesting vacation days, please submit your request to your supervisor in writing at least two weeks in advance. Always obtain supervisor approval for personal leave or vacation days prior to making plans.
3. After you obtain approval, enter your absence in your Frontline/Absence Management account only if you were given access otherwise, your supervisor will enter for you.

When an absence is not known ahead of time, the following procedures apply:

1. Contact your immediate supervisor and as soon as possible, but no later than 6:00 a.m., on the day of the absence;
2. Enter your absence in your Frontline/Absence Management account only if you were given access otherwise, your supervisor will enter for you.

### **Unauthorized Leave**

The unauthorized use(s) of paid leave (e.g. Sick, Personal, Vacation) will result in the loss of pay for such day(s) and may result in disciplinary consequences up to and including termination of employment.

- There is no ‘dock day’ option for employee use. An employee must have a benefit day available to request an absence/leave.

### **Absence Without Leave or Authorization (AWOL)**

An employee absence without leave or authorization is considered misconduct that is detrimental to the district and may result in disciplinary consequences up to and including termination of employment.

### **Evaluation**

The supervision of every employee shall include continuing evaluation and constructive suggestions towards the improvement of performance. In addition to the continuing evaluation, there shall be a formal evaluation at least once each school term. The evaluation shall include, but not be limited to work responsibilities, quality, job knowledge, judgment, initiative, cooperation, conduct, and attendance. The annual evaluation is included in the employee’s personnel file. The Annual Performance Appraisal document is included in this handbook.

### **Personnel File**

The District maintains an official personnel record for every current and former employee in the District Office. Upon giving reasonable written notice of at least one workday, an employee may review his or her personnel file, including credentials, with an administrator or designee present. All employees shall be given a copy of any material added to his or her personnel file. (Policy 5:150)

### **Confidentiality of Information**

ESP employees who have access to confidential District information are prohibited from disclosing such information unless it is necessary in the performance of their job duties. Confidential information includes student and personnel records and information discussed by the Board in executive session. Disclosure of confidential information may constitute grounds for termination of employment.

### **Mandated Reporter Status for Abused and Neglected Children**

All District employees shall sign the “Acknowledgement of Mandated Reporter Status” form provided by the Illinois Department of Child and Family Services. Any District employee who has a reasonable suspicion of or receives knowledge that a student may be an abused or neglected child shall immediately report such a case to the Illinois Department of Children and Family Services. Hotline number is **1-800-25-ABUSE (1-800-252-2873)**. The employee shall also promptly notify the Superintendent or building Principal of suspected abuse or neglect. (Policy 5:90)

### **Erin’s Law**

Erin's Law, or Illinois Public Act 097-1147, requires public schools to provide child sexual abuse prevention education for children in pre-kindergarten through twelfth grades. Gower provides this age appropriate instruction in Early Childhood through 8th grade, and parents will be notified beforehand by the principal. Common themes instructed at all grade levels include: identifying safe versus unsafe or unwanted touching; 3 safety steps (Say “No”, Get Away, Tell a Trusted Adult); and understanding the difference between good and bad secrets.

For information regarding warning signs or signs of abuse, and additional guidance to help a student, please refer to this [resource](#). If a student discloses abuse, please listen, and reassure the child that you will help them. Next, contact your supervisor immediately to report the information.

### **Faith's Law**

Faith's Law was passed by the 102nd General Assembly as two separate pieces of legislation. The first legislation, Public Act 102-0676 established the definition of sexual misconduct in the School Code and expanded the definition of "grooming" in the Illinois Criminal Code, adding "grooming" to the list of conduct that qualifies a child as an "abused child" under the Abused and Neglected Child Report Act. The second legislation, Public Act 102-0702 focuses on the prevention of "sexual misconduct" as defined in the first part of the legislation by school employees, substitute employees, and employees of contractors; and includes employment history reviews as part of the hiring process and training for all staff. Additionally, the goals of Public Act 102-0702 are to give parents/guardians notice regarding allegations of sexual misconduct that involve their student; and protect students from acts of sexual misconduct.

If you suspect that your student or another student has been involved in an incident of sexual misconduct, please contact the principal or assistant principal immediately. For counseling support, please contact your school social worker or counselor directly. Additional parent information can be found on the Illinois State Board of Education [website](#) and in this [resource guide](#).

### **Voluntary Resignation**

Employees must provide at least two (2) weeks notice of resignation. In most cases, employees who resign will be permitted to work through the effective resignation date. If the District determines that allowing an employee to work through the resignation date will have an adverse effect on the District, the period of notice may be shortened and the employee could be terminated immediately.

### **Chain of Command**

All ESPs are expected to follow the chain of command and present any suggestions, questions, or concerns to their immediate supervisor before approaching another administrator.

### **Discipline, Suspension, and Termination**

The District may terminate an ESP at any time and for any reason, subject to Illinois and federal law. The recommendation to discharge an employee may be initiated by the immediate supervisor.

The Administration reserves the right to suspend an employee with or without pay in accordance with Board Policy. Employee misconduct that may result in a suspension includes, but is not limited to:

1. Unprofessional actions, conduct, or judgment;
2. Failure to follow any oral or written directive, order or policy of the Board or any supervisor;  
or
3. Any act or failure to act that constitutes a violation or an attempt to violate any law or local ordinance, which relates to the employee's duties.



The following rules are intended to provide a general guide to the type of conduct that may be considered sufficient grounds for disciplinary action or termination from employment. The disciplinary action, ranging from reprimand to immediate discharge, will depend upon the circumstances of each case. Repeated violations of these rules may result in discharge even where separate offenses might be considered minor. An ESP employee who commits any of the following violations of acceptable work behavior will be subject to disciplinary action:

- Excessive absenteeism, tardiness, or leaving work before the end of the established work day without permission;
- Leaving your building during working hours without prior approval of your supervisor;
- Use of profanity or abusive language towards students, supervisors, employees, or any persons associated with the district;
- Failure to comply with safety rules and common safety practices;
- Failure to promptly and properly report an injury or falsely claiming injury;
- Willful, deliberate, or continued violation of, or disregard of, the rules and regulations;
- Excessive unauthorized personal telephone calls during work hours;
- Failure to notify supervisor prior to start if unable to report to work;
- Failure to maintain confidentiality as required under the District's confidentiality statement;
- Unauthorized use of District equipment; or
- Violation of the District's Acceptable Use Guidelines for computer and telecommunications equipment

Employees who commit any of the following acts, determined to be serious violations of acceptable work behavior, will be subject to immediate termination on the first offense:

- Insubordination (refusal or failure to obey instructions of your supervisor);
- Drinking, possessing, or selling of alcoholic beverages on District premises at any time;
- Possessing or selling of controlled substances on District premises at any time;
- Working or reporting to work under the influence of alcohol or controlled substances;
- Theft, misuse, or unauthorized removal of District, student, or employee property;
- Possession of weapons or firearms on District premises;
- Abuse, damage or deliberate destruction of District or personal property;
- Disorderly conduct on District property, such as threatening, insulting, or abusing any employee, student, parent, or supervisor; or
- Fighting or attempting bodily injury of a co-worker, student, parent, or supervisor at any time on District premises.

### **Reduction in Force (RIF)**

If a full-time ESP employee's position is being eliminated by the Board as a result of a reduction-in-force decision to either decrease the number of employees or to discontinue a particular type of ESP service, written notice, together with a letter of honorable dismissal and the reason therefore, will be issued to the employee. Seniority within the ESP job categories will regulate the order of reduction-in-force. Any vacancies during the recall period established under Illinois law shall be offered to the full-time employees, who were reduced-in-force from that category of position in the reverse order of the reduction, provided they are qualified to hold such positions. Employees shall be deemed to have waived their recall rights and will no longer be eligible for any other vacant positions that become available during the recall period if they fail to accept a vacant position offered to them within the administratively-established deadlines.

# COMPENSATION

## Payroll

Wages shall be paid semi-monthly on the 15<sup>th</sup> and the last day of each month. If such days fall on a weekend or during a holiday vacation period, payments shall be on the last workday before such dates. Payment is based on an e-timesheet that records actual hours worked. It is each employee's responsibility to submit an accurate e-timesheet to his/her supervisor.

## Overtime

Overtime is limited. It must be pre-approved in writing by a direct supervisor.

## Direct Deposit

Direct deposit of paychecks is available by completing the necessary forms. Please see the Payroll/Accounts Payable Coordinator (Rachel Kunst) in the District Office for further information.

## Required Benefits

- Illinois Municipal Retirement Fund (IMRF): All employees who meet the requirements must be enrolled in the IMRF pension system. The required contribution rate is 4.5% of total creditable earnings. The entire 4.5% retirement contribution is sheltered from current year taxes. The District is required to pay an employer's contribution on your behalf to fund a portion of the cost of retirement pensions, surviving spouse pensions, death benefit coverage, and disability benefits.
- Social Security (FICA): All ESP are required to contribute to the Social Security Administration for pension and Medicare coverage. The current rate is 7.65% of gross salary. The District pays a matching 7.65% for every covered employee.

## Workers' Compensation

All employees are protected against bodily injury due to accident or disease arising out of and in the course of their employment in the District under the *Illinois Workers' Compensation Act*. The District provides workers with compensation benefits through its insurance plan for injured employees. Any employee who incurs bodily injury in the course of his/her employment is required to report such injury immediately. **You must call the Company Nurse Injury Hotline at 1 (855) 921-9518.** In case of life or limb threatening injuries, always call 911. You must also notify your immediate supervisor. Failure to report a compensable accident on a timely basis as described above may result in disciplinary action. All applicable District procedures must be followed.

Bills incurred as a result of employee injury and being considered under the District's Workers' Compensation insurance policy must be sent directly to the Chief Financial Officer (Brian Riegler) as soon as the bill is incurred for referral to the appropriate party.

## Employee Optional Benefits

- Credit Union: Employees may join the DuPage Schools Credit Union by completing the necessary forms with Chief Financial Officer (Brian Riegler) in the District Office or directly at any of the credit union offices. Services available through the credit union include savings accounts, loans, checking accounts, direct deposits of payroll deductions, etc.

- Annuity: All employees may choose to participate in a 403(b) annuity plan or 403(b)(7) mutual fund program with one of several approved companies. A list of approved companies is available from Chief Financial Officer (Brian Riegler) in the District Office. These tax sheltered plans are available through payroll deduction.

## ADDITIONAL BENEFITS

### Sick Leave, Personal Leave, Vacation, Paid Holidays: ESP Employees (Not Including Substitute Teachers)

Category	Sick	Personal	Vacation	Paid Holidays
11/12 Month Full-time	15 days	3 days	See page 12	See page 12
10 Month Full-time (30 hours per week)	12.5 days	3 days	0 days	See page 12
10 Month Part-time (12.5 to 30+ hrs./week, or 2.0+ hrs./day, 5 days/week)	10 days	2 days	0 days	See page 12
10 Month Part-time (less than 12.5 hours per week, or less than 2.0 hrs./day, 5 days/week)	5 days	0 days	0 days	0 days

#### **Sick Leave**

Sick leave, in accordance with Section 24-6 of the School Code (105 ILCS 5/24-6) shall be interpreted to mean personal illness, mental or behavioral health complications, quarantine at home, or serious illness or death in the immediate family or household. The school board may require a certificate from a licensed physician in Illinois to practice medicine and surgery in all its branches, a mental health professional licensed in Illinois providing ongoing care or treatment to the teacher or employee, a chiropractic physician licensed under the Medical Practice Act of 1987, a licensed advanced practice registered nurse, a licensed physician assistant, or, if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the teacher's or employee's faith as a basis for pay in accordance with School Code after an absence of 3 consecutive days for personal illness or as the school board may deem necessary in other cases. If the school board does require a certificate as a basis for pay during leave of less than 3 days for personal illness, the school board shall pay, from school funds, the expenses incurred by the teachers or other employees in obtaining the certificate.

Sick leave accrues based upon 1¼ days per month. Unused sick leave may accumulate to a maximum of 240 days for 10, 11 and 12 month part-time and full-time employees.

#### **Bereavement Leave**

Whenever the absence of an ESP employee is caused by the death in the ESP employee's immediate family, such employee shall be entitled to bereavement leave for a period of five days from the date of death to the date the employee returns to work. Such days do not count against accumulated benefit days available to the ESP employee.

“Immediate family” shall include parents, spouse, domestic partner, brothers, sisters, children, grandparents, grandchildren, parents or siblings of spouse or domestic partner, and legal guardians.

### **Personal Leave**

Requests for personal leave, full or half day only, are approved at the discretion of the employee’s direct supervisor for the purposes of personal business to employees, who must request such leave as directed, forty-eight (48) hours in advance except in cases of emergencies.

Such leave, if not used, shall accumulate as unused sick leave.

### **Family and Medical Leave**

Full-time ESP are eligible for medical and/or family leave in accordance with the provisions in the *Family and Medical Leave Act* (“FMLA”) of 1993 (i.e., any employee who has been employed by the Board for at least 12 months and has worked at least 1,250 hours during the preceding 12 months). Such leave is unpaid unless accumulated sick leave or personal leave *is available* to the employee for the reason for which FMLA leave is requested. *If available*, such paid leave must be used *concurrently* with FMLA leave. The total FMLA leave cannot exceed twelve (12) weeks in any 12-month period, as calculated under the “rolling” 12-month period measured forward from the date a teacher uses any FMLA leave. A minimum of thirty (30) days written notice to the Superintendent is required before a foreseeable FMLA leave is to begin.

### **Other Leaves**

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*.

### **Paid Holidays**

ESP employees will be granted the following paid holidays:

- 10 Month ESP Employees (regularly scheduled 12.5 to 30 or more hours per week, or more than 2 hours a day, 5 days a week): Labor Day, Columbus Day, full day Parent/Teacher Conference Day (in lieu of Veteran’s Day), Non-Attendance Day Before Thanksgiving, Thanksgiving Day, Non-Attendance Day After Thanksgiving, Christmas Day, New Year’s Day, Martin Luther King’s Birthday, Presidents’ Day, Memorial Day (if in session)
- 12 Month Employees: Independence Day, Labor Day, Columbus Day, Non-Attendance Day Before Thanksgiving, Thanksgiving Day, Non-Attendance Day After Thanksgiving, Christmas Day, New Year’s Day, Martin Luther King’s Birthday, Presidents’ Day, Memorial Day, Juneteenth National Freedom Day

An ESP employee may be required to work on any of the holidays listed above if his/her presence is necessary because of an emergency or for the continued operation and maintenance of school facilities or property.

### **Vacation Days**

There are no vacation benefits for 10-month ESP. A copy of the school calendar is provided to staff

Vacation days for 12-month employees will be granted as follows:

Year 1 = 10 Days vacation granted on July 1 or prorated accordingly

Year 2 = 11 Days vacation granted on July 1

Year 3 = 12 Days vacation granted on July 1

Year 4 = 13 Days vacation granted on July 1

Year 5 = 14 Days vacation granted on July 1

Year 6-10 = 15 Days vacation granted on July 1

Year 11+ = 20 Days vacation granted on July 1

Requests for vacations shall be submitted to the employee's direct supervisor and must be approved by the Superintendent or Designee.

Vacation days must be used within the District's fiscal year—July 1 – June 30 and may not be carried over to the next year without the expressed, written consent of the Superintendent or approval by direct supervisor. Any days carried over are encouraged to be used by December 31 of the following school year. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

### **E-Learning/Emergency School Closure**

ESP staff are paid when there is an emergency school closure and an eLearning Day is not utilized. Supervisors may modify the work schedule for ESP staff on eLearning Days (e.g. District training, extended job related tasks, etc.). ESP staff are allowed to use a benefit day as applicable and available and when approved by their direct supervisor or Superintendent.

### **ESP Longevity Pay and Retirement Notification Incentive Plan**

Gower Educational Support Personnel (ESP) make up an important part of our school district and are comprised of a variety of positions and job categories. The District recognizes the longevity of our ESPs as follows:

- \$500.00 paid in two equal installments on Dec. 15<sup>th</sup> and June 15<sup>th</sup> during the 5<sup>th</sup> consecutive year of employment with the district.
- \$1,000 paid in two equal installments on Dec. 15<sup>th</sup> and June 15<sup>th</sup> during the 10<sup>th</sup> consecutive year of employment, and every subsequent 5<sup>th</sup> consecutive year (e.g. 15, 20, 25, etc.) of employment with the district.

In addition:

- \$1,000 Retirement Notification Incentive paid no later than June 30<sup>th</sup> for ESP employees that meet the following qualifications:
  - Have a minimum of 10 consecutive years of employment with the district at the time of retirement

- Provide written notice of intent to retire which includes a resignation date of retirement from the Illinois Municipal Retirement Fund (IMRF), or at the discretion of the Board if ESP employee is not a member of IMRF, to the Superintendent or designee by no later than Dec. 1 in the calendar year immediately preceding date of retirement
- Retires at the end of the designated school term or school year as determined by employees regular work schedule
  - Notification is irrevocable excepting a written request for withdrawal notice which may be submitted to the Board for consideration and for reasons limited to a major life change. The Board has full discretion regarding any such request and the Board's decision is final.

## **Insurance**

- Employees scheduled to work an average of 30 hours or more per week on a 10-month and 11-month basis are eligible for health, dental, and life insurance.
  - Single Coverage:
    - The District pays for 100% of the premium less \$50 per month that is paid by the employee if the employee elects HMO coverage.
    - If the PPO insurance option is selected, the employee contributes \$125 per month to the cost of the premium.
  - Single +1 and Family Coverage:
    - If an employee elects to insure their dependent child(ren) and/or spouse, the employee is responsible for 100% of any additional dependent premium payment.
- Employees scheduled to work 37.5 hours per week or more on a 12-month basis may elect family health, dental, and life insurance.
  - Single Coverage:
    - The District pays for 100% of the premium less \$50 per month that is paid by the employee if the employee elects HMO coverage.
    - If the PPO insurance option is selected, the employee contributes \$125 per month to the cost of the premium.
  - Single +1 and Family Coverage:
    - If the employee selects HMO coverage, the District covers 70% of the premium cost and the employee pays the remaining 30%.
    - If the employee selects PPO coverage, the District pays for 70% of the premium cost and the employee pays the remaining 30% plus \$25 per month.
- If the alternate HMO or PPO plan is selected, the employee is responsible for 100% of the difference in premium costs between the District ( 'Rate-Setting' ) Plan and the Alternate Plan.

Insurance benefits for 12-month District Office ESP employees are negotiated upon hire.

## **Working Spouse Surcharge**

Due to the high cost of providing health care coverage for dependents and to ensure the equitable use of district funds, the Board encourages working spouses to enroll in their employer benefit program if available. If your working spouse chooses to remain on the District PPO medical insurance plan, an

annual surcharge will be applied in the amount of \$600.00, deducted in equal installments along with other benefit deductions. An annual attestation form will be used to certify the coverage of working spouses with employer provided medical insurance available to them.

### **Court Duty**

The District will pay full salary during the time an employee is on court duty. The District will deduct the court duty remuneration, less mileage and meal expenses, from the employee's compensation. An employee should give at least 5 days prior notice of pending court duty to the District.

### **Temporary ESP Employees**

Temporary ESP employees are hired on a short-term basis or for a specific project (e. g., substitutes, summer help, etc.). A temporary employee receives no benefits with his/her position. Generally, a temporary position will not exceed six months.

## **WORK ENVIRONMENT**

### **Professional Attire**

All employees are expected to wear attire that contributes to the professional environment of the District. All adults are role models for our students. Good judgment regarding work clothing and accessories should be used at all times. The use of District uniform (e.g. polo, closed-toe non-slip shoes) is at the discretion of the immediate supervisor and adherence to such attire is expected.

### **Mobile Phone Use**

The use of a mobile phone (cell phone) during work hours is prohibited, except as required by the District to perform job responsibilities or in the instance of a personal emergency. Cell phones may be used during an employee's break time or lunch.

### **Student/Staff Interactions**

The District encourages all employees to actively support the academic progress and development of each student. Staff members, however, should be careful to avoid excessive attention to a particular student or students to avoid the appearance of favoritism or differential treatment.

ESP employees should limit all communication and physical contact with a student to that which is appropriate to the age and maturity of the student. Social interaction between employees and students which is not connected with school or school-related activities should be avoided when the parents or guardians of the students are not present.

### **Workplace Harassment Prohibited (Policy 5:20)**

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying*,

*Intimidation, and Harassment; and 7:185, Teen Dating Violence Prohibited.*

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

#### Sexual Harassment Prohibited

The School District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law.

#### Making a Complaint

Employees and nonemployees (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

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

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, the Nondiscrimination Coordinator, and/or a Complaint Manager. An employee may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

The District's current Nondiscrimination Coordinator is Rebecca Laratta and the District's Complaint Managers are the Building Principals. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

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

All District workplaces are drug and alcohol free workplaces. The District may direct an employee to undergo drug and alcohol testing if reasonable suspicion exists that this policy has been violated. An employee who violates this policy may be subject to disciplinary action, including immediate termination.

#### **Solicitations By or From Staff**

Employees shall not solicit donations or sales on school grounds without prior approval from the Superintendent. Employees shall not be solicited for donations or sales by students or other groups without prior approval from the Superintendent.



**No Expectation of Privacy**

The District retains control, custody, and supervision of all computers and the network. The District reserves the right to monitor all computer and network activity by staff. Users do not have any expectation of privacy concerning information transmitted or received via the network contained or stored on the District's computers. All employees must conform to the District's policy for Acceptable Use of Computers (Policy 6:235).

**Ethics and Gift Ban**

As required under Illinois law and Board Policy, ESP employees must avoid participation in prohibited political activities or taking or receiving illegal gifts. No employee shall have any illegal conflict of interest in any contract, work, or business of the District, or in the sale of any article by or to the District. (Policy 2:105 and Policy 5:120)

Employees shall not engage in any other employment or in any private business during regular working hours. Employees are prohibited from using any District facilities, grounds, equipment, or materials for personal use or gain, for outside employment, or for any other activities unrelated to their job duties unless approved by the Superintendent.

# Performance Appraisal - Educational Support Personnel - Gower School District 62

Name:

Work Assignment:

School Year:

Levels of Performance

- (E) Excellent (4 pts.): Performance is exceptional on a consistent basis; mostly self-directed and continuously improving
- (P) Proficient (3 pts.): Performance meets expectations on a consistent basis; moderately self-directed with evidence of improvement
- (S) Satisfactory (2 pts.): Meets performance standards with regular supervision and feedback
- (NI) Needs Improvement (1 pt.): Performance is deficient in some areas or at some times and does not fully meet expectations
- (U) Unsatisfactory (0 pts.): Current results are unacceptable and require immediate attention

Performance Components	Rating	Comments
<b>Work Responsibilities:</b> Carries out all role-related tasks and assignments as detailed in the job description. Dependability, attention to detail, time management, ownership, productivity, sense of urgency.		
<b>Quality of Work:</b> Work is carried out according to specifications related to the specific task and has a quality that meet the expectations of the school district. Clear sense of pride in work.		
<b>Job Knowledge:</b> Understands the set of responsibilities specific to a job/task as well as the ongoing capacity to develop skills required to meet any changes in job requirements.		
<b>Demonstrates Good Judgment:</b> Shows proper judgment and decision-making at all times and considers the best interest of the school district when formulating a response, opinion, and reply.		
<b>Initiative:</b> Assumes additional duties when necessary. Seeks better ways to carry out assigned tasks.		
<b>Cooperation:</b> Assists others when needed and works well as part of a team to accomplish tasks.		
<b>Communication:</b> Communication with coworkers, supervisors, and others is timely, appropriate, and respectful.		
<b>Conduct/Adherence to Policy:</b> Adheres to Board policies, employee procedures, rules, practices and other relevant regulations/protocols.		
<b>Attitude:</b> Demonstrates positive behaviors that are conducive to a productive work environment.		
<b>Attendance:</b> Arrives on time and regularly follows work schedule. A 96% attendance rate is considered proficient.		

**Overall Performance Rating:** \_\_\_\_\_

Excellent\* (36-40 pts.)

Proficient\* (30-35pts.)

Satisfactory (27-29 pts.)

Needs Improvement (24-26 pts.)

Unsatisfactory (<24 pts.)

\_\_\_\_\_  
Employee Signature/Date of Performance Review

\_\_\_\_\_  
Evaluator Signature/Date of Performance Review

\_\_\_\_\_  
Superintendent's Signature

\*Rating qualifies for additional 'proficiency increase' as recommended by the Superintendent to the Board of Education.

^A signature acknowledges the employee's receipt of the performance appraisal. The appraisal process allows for written comment on all aspects of this evaluation report. The employee may attach a written statement to this document.

**IN CASE OF WORKPLACE INJURY:**  
*ACCION a seguir en caso de un accidente en el trabajo*



**1-855-921-9518**

**▶ AVAILABLE 24 HOURS A DAY**

- 1▶ Injured worker notifies supervisor.**  
*Empleado lesionado notifica a su supervisor.*
- 2▶ Supervisor / Injured worker immediately calls injury hotline.**  
*Supervisor / Empleado lesionado llama inmediatamente a la línea de enfermeras/las.*
- 3▶ Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.**  
*Profesional Médico obtiene información por teléfono y asiste al empleado lesionado en localizar el tratamiento médico adecuado.*

EMPLOYER NAME  
(NOMBRE DE COMPAÑIA)

SEARCH CODE  
(CÓDIGO DEL BÚSQUEDA)

Gower Elem  
School District

CLIC

**Notice to Employer/Supervisor:**

Please post copies of this poster in multiple locations within your worksite. If the injury is non-life threatening, please call Company Nurse prior to seeking treatment. Minor injuries should be reported prior to leaving the job site when possible.

**Visit us online: [www.CompanyNurse.com](http://www.CompanyNurse.com)**



## **E-Z Reference Guide**

### **COMPANY NURSE® INJURY REPORTING**

**NOTE: If life- or limb-threatening injury only, call 911!! Then report the injury/incident after the employee is stabilized.**

#### **Step 1 MAKE THE CALL BEFORE SEEKING TREATMENT**

- Notify supervisor of the injury/incident
- In a quiet place, injured workers call Company Nurse at:

**1-855-921-9518**

- You will be asked to provide the following information during the call:
  1. Search Code
  2. Employer name and/or worksite
  3. Employee personal information
  4. Injury details: Who? What? When? Where?
- Possible Outcomes as a result of the Call:
  - Self-care or basic first aid, OR
  - Referral to medical facility by a Nurse – Occ Health or Urgent Care or ER
- **IMPORTANT!**
  - Translators are available for more than 200 different languages
  - Be prepared to write down a Call Confirmation Number

#### **Step 2 REPORT DISTRIBUTION AFTER THE CALL**

- Report of Injury is emailed or faxed to key stakeholders at the employer
- If injured employee is referred for medical treatment, an Alert will be sent immediately to the medical provider to expect the employee at their facility

#### **Step 3 FOLLOW-UP CALL**

- Additional Nurse Advice: Employees who were triaged by a nurse but not initially referred, are welcome to call our nurses again if injuries become worse or new symptoms develop for which they may require additional nurse advice or injury triage services and a possible referral for medical treatment.

# IN CASE OF WORKPLACE INJURY

## ACCION a seguir en caso de un accidente en el trabajo

**COMPANY NURSE™**  
Because Accidents Happen™



**AVAILABLE  
24 HOURS A DAY**

**1-855-921-9518**

**Employer Name (Nombre De Compania)**

**Search Code (Código Del Búqueda)**

**Company Name**

**Gower Elem School District**

**CLIC**

**1**

**Injured worker notifies supervisor.**

Empleado lesionado notifica a su supervisor.

**2**

**Supervisor/Injured worker immediately calls injury contact center.**

Supervisor / Empleado lesionado llama de inmediato al centro de contacto para lesiones.

**3**

**Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.**

Company Nurse obtiene información por teléfono y asiste al empleado lesionado en adquirir el tratamiento médico adecuado.

**NOTICE TO EMPLOYER/SUPERVISOR:** Please post copies of this poster in multiple locations within your worksite. If the injury is non-life threatening, please call Company Nurse prior to seeking treatment. Minor injuries should be reported prior to leaving the job site, when possible.

## **General Personnel**

### **Family and Medical Leave**

#### Leave Description

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

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12 month period, beginning September 1 and ending August 31 of the next year.

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

While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave, provided such leave is available for use in accordance with Board policies and rules. In addition, all policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

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

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

### Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

1. The employee has been employed by the District for at least 12 months and has been employed for at least 1,000 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than seven years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. 4301, et seq., or when a written agreement exists concerning the District's intention to rehire the employee.
2. The employee is a full-time classroom teacher.

### Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

### Certification

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

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.

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

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

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

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

#### Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

#### Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within two business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation,



may ask an employee who has been on FMLA leave for eight consecutive weeks whether he or she intends to return to work.

#### Return to Work

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

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

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

#### Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

LEGAL REF: 29 U.S.C. §2601 et seq., Family and Medical Leave Act; 29 C.F.R. Part 825.105 ILCS 5/24-6.4.

CROSS REF: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence), 5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: August 15, 2006

REVISED: November 17, 2009; June 18, 2019, June 20, 2023



"Children at their Best!"