

## **Professional Personnel**

### **Terms and Conditions of Employment and Dismissal**

**For those employees not covered by a collective bargaining agreement, please refer to the following:**

The Executive Board delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and Federal law as well as any applicable individual employment contract or collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Executive Board consistent with the Board's goal of having a highly qualified, high performing staff.

#### **School Year**

Professional staff shall work according to the school calendar adopted by the Executive Board, which shall have a minimum of 176 student attendance days and a minimum of 180 teacher work days, including professional staff institute days. Professional staff are not required to work on legal school holidays unless the District has followed applicable State law that allows it to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on the third Monday in January (the Birthday of Dr. Martin Luther King, Jr.); February 12 (the Birthday of President Abraham Lincoln); the first Monday in March (known as Casimir Pulaski's birthday); the second Monday in October (Columbus Day); and November 11 (Veterans' Day).

#### **School Day**

Professional staff are required to work the school day adopted by the Executive Board. Professional staff employed for at least four hours per day shall receive a duty-free lunch equivalent to the student lunch period, or 30 minutes, whichever is longer.

The District accommodates employees who are nursing mothers according to provisions in State and Federal law.

#### **Salary**

Professional staff shall be paid according to the salaries fixed by the Executive Board, but in no case less than the minimum salary provided by the School Code. Professional staff shall be paid at least monthly on a 10- or 12-month basis.

The Executive Board recognizes that the member districts control the majority of SEDOL instructional staff calendars. However, for purposes of continuity in payroll, and for purposes of SEDOL operated programs, the SEDOL instructional calendar will be based upon 185 days.

#### **Assignments and Transfers**

It is the policy of the Executive Board that staff members be assigned by administration on the basis of the needs of the District, their qualifications, and the staff member's expressed desires. When it is not possible to meet all three conditions, staff shall be assigned first, in accordance with the needs of the District except as otherwise provided by law; second, where Administration feels the employee is most qualified to serve; and third, as to expressed preference of employees in order of seniority in the District, all other considerations being equal. Supervisory and administrative personnel shall monitor requests for transfers to insure continuity and stabilization of programs.

#### **School Social Worker Services Outside of District Employment**

School social workers may not provide services outside of their District Employment to any student(s) attending school in the District. *School social worker* has the meaning stated in 105 ILCS 5/14-1.09a.

Dismissal

The District will follow State law when dismissing a professional staff member.

Evaluation

The District's teacher evaluation system will be conducted under the plan developed pursuant to State law.

On an annual basis, the Superintendent will provide the Executive Board with a written report which outlines the results of the District's teacher evaluation system.

LEGAL REF.: 29 U.S.C. §218(d), Pub. L. 117-328, Pump for Nursing Mothers Act.  
42 U.S.C. §2000gg et seq., Pub. L. 117-328, Pregnant Workers Fairness Act.  
105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22.4, 5/24-16.5, 5/24-2,  
5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A -20.  
820 ILCS 260/, Nursing Mother in the Workplace Act  
23 Ill.Admin.Code Parts 50 (Evaluation of Educator Licensed Employees) and 51  
(Dismissal of Tenured Teachers).  
Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532 (1985).

CROSS REF.: 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest),  
5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar  
and Day)

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