

2025/2026

EMPLOYEE HANDBOOK

Granite City Community Unit School District #9

3200 Maryville Rd.

Granite City, IL 62040

July, 2025



BOARD OF EDUCATION:

MR. ERIC STACY, PRESIDENT

MR. TALLIN CURRAN, VICE PRESIDENT

MS. ERICA VENNE, SECRETARY

MS. LORI SILVA, TREASURER

MS. BECKY BRADLEY, MEMBER

MR. DON LIENEMANN, MEMBER

MR. RANDY CHRISTY, JR., MEMBER

Mission Statement:

Our district is committed to providing a safe learning environment which enables all students to develop intellectually, physically, morally, and emotionally to the very best of their abilities. This learning environment must offer students the opportunity to practice and adopt the principles, values, and ideals which will help them to become self-sufficient and effective citizens in today's democratic society. Our goal is to promote learning as a life-long process.

ADMINISTRATIVE OFFICE STAFF

3200 Maryville Road

Granite City, IL 62040

Phone: 618.451.5800

Fax: 618.452.7180

Website: www.gcsd9.net

Superintendent of Schools	Dr. Donald J. Harris
Executive Administrative Assistant to Superintendent	Ms. Cory Ervay
Executive Director of Human Resources	Dr. Adam Garrett
Human Resources Specialist	Ms. Lisa Cockrum
Human Resources Specialist	Ms. Stephanie Schleper
Executive Chief School Business Official	Mr. Zack Suhre
Accounting Specialist	Ms. Nichole Harris-Vaughn
Payroll Specialist	Ms. Sherrie Lisson
Payroll Specialist	Mr. Brenden Rosenberg
Executive Director of Educational Operations and AEP	Dr. David Keel
Executive Director of K to 12 Professional Development/Curriculum	Mr. Pat Curry
Director of Technology	Mr. Bradley Smith
Director of Information Systems/Student Service	Mr. Bradley Ervay
Vocational Ed. & District Student Safety Coordinator	Mr. Tim Moran
Supervisor of Facilities Management	Mr. Eric Smith
Supervisor of Food Services	Mr. Christopher McCullough
Manager of District Communications	Mr. Christopher Mitchell
Truancy Officer	Mr. Ruben Carranza

SPECIAL EDUCATION DISTRICT REGION I

Executive Director of Special Education	Ms. Michele Watkins
Supervisor of Special Education	Ms. Jill Relleke
Supervisor of Special Education	Ms. Stephanie Boyer

DIRECTORY OF SCHOOLS

<u>SCHOOL</u>	<u>GRADE</u>	<u>PRINCIPAL</u>
Granite City High School	9-12	Mr. Tim McChristian, Principal Mr. Marvin Battle, Asst. Principal Mr. Christopher Hutchings, Assistant Principal/Registrar Ms. Christie Moad, Asst. Principal Mr. Eric Mitchell, Asst. Principapl
Coolidge	7-8	Mr. Steven Mathes, Principal Ms. Megan Wedekind, Asst. Principal Ms. Kristen Novacich-Koberna, Asst. Principal
Grigsby	PK-6	Ms. Nikki Petrillo, Principal Ms. Marcie Sweet, Asst. Principal
Frohardt	K-6	Ms. Julie Matarelli, Principal
Maryville	K-6	Dr. Elizabeth Niepert, Principal
Mitchell	K-6	Ms. Jody Batson, Principal
Wilson	K-6	Ms. Ann Wilson, Principal
Prather	PK-6	Ms. Genie Bratten, Principal Ms. Sarah Corzine, Asst. Principal
Lake	Alt Ed	Mr. Mike Dowdy

DISTRICT UNIONS

There are agreements between the Board of Education of Granite City C.U.S.D. #9 and the following collective bargaining units. The Association distributes copies of the agreement. Members are responsible to become familiar with the information in the contract. Nothing in this employee handbook shall supersede Federal or State law and/or collective bargaining agreements.

TEACHERS:

Granite City Federation of Educational Professionals Local 743
2020 Johnson Rd.

Granite City, IL 62040 451-0743

Amy Cox, President

Adrienne Johnson, 1st VP

Billy Niepert, 2nd VP

Emilee Gilley, Recording Secretary

Cindy Heintz, Corresponding Secretary

Denise Albrecht, Treasurer

ADMINISTRATIVE ASSISTANTS:

Granite City Federation of Administrative Assistants, Local 4956

Christina Smith, President

Carrie Wallace, Vice President

Laura Bridick, Treasurer

Rose Wolf, Recording Secretary

Kristina Sarich, Correspondence Secretary

CUSTODIANS, CAFETERIA WORKERS, PARAPROFESSIONALS/INTERPRETERS, MONITORS, & OT/PT:

Service Employees International Union Local 98

4230 Crescent Industrial Dr.

Granite City, IL 62040 618-781-1028

Teresa Copper, Business Agent

Dave Wright, President

CARPENTERS:

Mid-America Carpenters, Regional Council Local 664

277 East Madison Ave. 618-251-5177

Wood River, IL 62095

Ramey Baker/Matt Chase, Business Agent

Kevin McLaughlin, Executive Secretary/Treasurer

PAINTERS:

International Union of Painters and Allied Trades District Council 58

940 California Avenue

Collinsville, IL 62234 618-345-6646

Greg Smith, Business Manager

LABORERS:

Laborers International Union of North America Local 397
518 Henry St.
Edwardsville, IL 62025 618-656-4825
Kevin Townsend, Business Manager

TEAMSTERS:

Teamster, Chauffeurs and Helpers Local Union 525
830 East Broadway
Alton, IL 62002 618-462-9706
Kevin Engelke, Assistant Business Agent

EQUAL EMPLOYMENT OPPORTUNITY

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; reproductive health decisions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; family responsibilities; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/. Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager under Board policy 2:260, Uniform Grievance Procedure, or in the case of denial of equal employment opportunities on the basis of race, color, or national origin, Board policy 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager under Board policy 2:260, Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator: Donald J Harris Ed.D. 3200 Maryville Rd Granite City, IL 62040 Address Donj.harris@gcsd9.net Email 618-451-5800 Telephone

Complaint Managers: Adam Garrett Ed.D. 3200 Maryville Rd Granite City, IL 62040 Adam.garrett@gcsd9.net 618-451-5800

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

EMPLOYMENT REQUIREMENTS

Health:

The State of Illinois requires that every person, who is employed by a school system, must submit evidence of being in satisfactory physical condition. A record of the same must be on file in the Human Resources Department prior to the first day of work. Physical examinations and drug screenings are required.

Licensure:

Each of your licenses must be properly registered in the office of the Superintendent of the Madison County Educational Service Region in Edwardsville. It is the responsibility of each teacher to apply for, secure, and maintain teaching licenses. Employees can print a copy of their teaching license from the Educator Licensure Information System-ELIS

<https://sec3.isbe.net/IWASNET/login.aspx> .

Additional license information may be obtained from the Illinois State Board of Education <https://www.isbe.net/> and the Regional Office of Education (618-692-6200 ext. 4530).

For additional information regarding the Qualifications of a Teacher, please refer to the applicable collective bargaining agreement or Board Policy 5:190: Teacher Qualifications.

Transcripts:

A complete transcript of all college work and placement service credentials, if available, must be on file in the District's Human Resources Department. According to the laws of the State of Illinois, transcripts must be kept current. It is the employee's responsibility to ensure that transcripts in their Human Resources file are up to date. Employees requesting "grade" movement consideration must present transcripts no later than **November 1st** of the year they wish consideration.

Experience:

Those teachers claiming credit on the salary schedule for experience in school districts other than Community Unit #9 must file, with their Human Resources records, letters from their former school employers certifying the dates of their previous employment by November 1st of the year hired to receive proper salary schedule placement. Up to ten years of teaching experience in public schools is accepted by the district. No fractions of years of experience will be counted.

W-4 Form:

New employees must sign both an Illinois and Federal W-4 withholding tax form and file these with the Accounting Office immediately upon the opening of school. Failure to complete and submit this paperwork will result in withholding at the highest tax rate

Group Insurance:

Every new employee must complete a Group Insurance Enrollment Form and file this with the Human Resources Office immediately upon initial employment.

Background Investigation Fingerprints:

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed.

Employment History Review (EHR):

Prior to hiring an applicant for a position involving direct contact with children or students, the Superintendent shall ensure that an EHR is performed as required by State law. When the applicant is a superintendent candidate, the Board President shall ensure that the EHR is initiated before a successful superintendent candidate is offered employment by the Board.

Alien Registration:

Every new employee must verify identity and employment eligibility as defined in the Immigration Reform and Control Act of 1986 (I-9 Form).

Mandated Reporter:

Understand that when you are employed you become a mandated reporter. (Abused and Neglected Child Reporting Act (325 ILCS 5/4). Mandated reporters are required to call the Hotline when they have reasonable cause to believe that a child known to them in their professional or official capacity may be an abused or neglected child. The Hotline worker will determine if the information given by the reporter meets the legal requirements to initiate an investigation.

Understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days a week, 365 days per year.

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

All employees should complete DCFS Training annually. This will be in your Public Works account.

Call the 24-hour Child Abuse Hotline at 800-25-ABUSE (800-252-2873) if you suspect that a child has been harmed or is at risk of being harmed by abuse or neglect. If you believe a child is in immediate danger of harm, call 911 first.

State law protects the confidentiality of all reporters, and your name is never disclosed. You may still choose to make a report anonymously, but the inability of investigators to follow-up with you to obtain additional information may impede our investigation and the child's safety. The law protects you from civil liability for any call made in good faith

ANCRA Report:

Every new employee must sign the mandated reporter status form verifying knowledge and understanding of the Abused and Neglected Child Reporting Act

(ANCRA) under Public Act 84-1078, as directed by the Illinois State Board of Education.

TRS/IMRF: Every new employee must complete Teacher Retirement System or I.M.R.F. forms. TRS members must sign a form concerning your employment in a job not covered by social security (SSA-1945.)

MISCELLANEOUS: From time to time, employment requirements may be modified, changed, or increased.

EMPLOYMENT RECORD CHANGES:

Any changes in name, address, phone numbers, marital status, and persons to be contacted in case of an emergency must to be turned into the Unit Office as soon as possible in order to keep employment records current.

UNDERSTANDING YOUR PAYCHECK

District #9 issues two types of checks – a physical pay check or a direct deposit check that will automatically be deposited into your account. The direct deposit check looks like a regular check, but it will have VOID written across the top and will have NON-NEGOTIABLE printed where the signatures would be. Your balances will be shown under Fiscal (July 1 – June 30), Calendar (January 1 – December 31), and Current. Your contract is paid on a fiscal year basis. Taxes, Flex Spending and 403(b) contributions are calculated on a calendar year basis. The first section will list your main work assignment. The classroom teacher salary is based on your contract less TRS divided over 26 or 20 pays. You may also see other duties such as workshop, hourly classroom substitute or an addenda listed in this area. Support staff earns an hourly wage determined by their union contract.

The Employee (you) is responsible for the following deductions

- Family health insurance
- THIS Teachers' health insurance – your portion that is sent to TRS to subsidize the Retired Teachers' Health Insurance
- IMRF 4.5% (non-certified)
- FICA 6.2% (non-certified)
- FICA – Medicare is 1.45 % of your gross less any tax-deferred deductions (certified)
- FICA – Medicare Hospitalization 1.45% (non-certified)
- Illinois State Income Tax
- Federal Income Tax
- Union dues
- Any voluntary deductions such as United Way, Credit Union, or 403 (b) deductions

The School District pays, on your behalf, all amounts noted in third (3rd) section.

- THIS Teacher health insurance
- FICA Medicare (1.45%) (Certified staff)
- TRS pension for certified staff
- TRS 2.2 contribution

- FICA 6.2% (non-certified)
- FICA – Medicare Hospitalization 1.45% (non-certified)
- IMRF (non-certified staff)

Employees will be able to check absence balance online as follows:

- Go to the District Web Site (www.gcsd9.net)
- Click on Staff Resources
- Under Employee Resources, select IVisions

Accurately recording time worked is the responsibility of every employee. Time worked is all the time actually spent on the job performing assigned duties. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including discharge. All non-exempt employees shall ensure accurate reporting of hours worked and shall sign completed time record.

Contact the Payroll Department at payroll@gcsd9.net for questions.

ABSENCE VERIFICATION

Granite City C.U.S.D. #9 expects all employees to maintain prompt and regular attendance. If you are absent for any reason, you must input your absence into Frontline. You must input your absence in a timely fashion (at least 1 hour before you are to report to work), enabling the District to secure a substitute, if necessary. You may be required, in accordance with the Illinois School Code, to obtain a statement from a licensed physician to verify illness for absences of three or more days. Excessive employee absenteeism, tardiness, or failure to notify of absences may result in disciplinary action.

AMERICANS WITH DISABILITIES ACT

Granite City C.U.S.D #9 complies with all aspects of the Americans with Disabilities Act (ADA) and state disability laws. We do not discriminate against qualified individuals with a disability in any phase of the employment relationship including application for employment, hiring, promotions and/or advancement opportunities, termination, compensation, training, and other terms, conditions or privileges of employment.

ASBESTOS SURVEY

Surveys for identification of asbestos containing materials were conducted in all buildings by a company knowledgeable in the identification of such material. A copy of this survey is located in the office of each school. These surveys will identify the type and location of friable asbestos containing material if applicable. Please familiarize yourself with the location of any friable asbestos containing material in the building you are assigned to and notify the building's administrative office if damage to any of the areas identified is observed. If any further information is required, please feel free to contact the Supervisor of Building Services at the Board of Education Office.

BAD WEATHER CONDITION

Inclement weather cannot be used as a reason for not being on the job. All employees are expected to report for work and those who do not will be docked a day's pay. In interpreting this, reasonableness must be exercised regarding late arrivals. Deduction should not be made if employees get to work even as late as 12:00 noon, but they are to be docked if they fail to be on the job. The only exception to this will have to be in the true nature of an emergency, such as a car wreck on the way to work. Inability to get through because of weather or road conditions is not an acceptable reason for not being on the job. All employees are expected to be on time for work. Employees who are absent must notify their respective building supervisor. **This applies to all employees.**

BEREAVEMENT LEAVE

Please see your collective bargaining agreement. Bereavement forms can be found on the district website under Staff Resources.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Bloodborne pathogen training is provided annually in accordance with Illinois Department of Labor's regulations. The training is designed to familiarize personnel with procedures for reducing exposure to bloodborne pathogens in the workplace. Designated employees who are at increased risk of exposure to bloodborne pathogens are provided the training, including training in the universal precautions and other infection control measures to prevent the transmission of communicable diseases and/or reduce potential health hazards. It is the position of the District that whenever a staff member is involved in a "bodily fluids" situation, whether trained or not, universal precautions should be used.

CHAIN OF COMMAND

All personnel should refer matters requiring administrative action to the responsible administrator according to the organizational chart indicating the channels of authority and reporting relationships for school personnel developed by the Superintendent and approved annually by the Board of Education.

CONDUCT ON SCHOOL PROPERTY

Granite City C.U.S.D. #9 is committed to providing a safe and orderly school environment where District personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, staff members, parents, and other visitors is essential to achieving this goal. Therefore, the District expects behavior on school property to reflect mutual respect, civility, citizenship, honesty, integrity, conduct among all individuals on school property or at a school event. School property means school buildings, District buildings not being used as schools, vehicles used for school purposes, any location during a school athletic event and other school sponsored events, and school grounds.

Visitors are welcome on school property, provided their presence is not disruptive. All visitors must report to the Building Principal's office. Any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period. For additional information regarding Visitor expectations and conduct on school property, please refer to Board Policy 8:30: Visitors To and Conduct on School Property.

CONFIDENTIALITY

During your employment with Granite City C.U.S.D. #9, you may have access to information that must be handled with strict confidentiality. Examples of such information may include, but shall not be limited to, employee personnel data, business operations data, payroll data, computer software and programs, student information, customer and employee lists, information containing Personally Identifiable Information (PII) or Protected Health Information (PHI), and other information not available to the general public. The purpose is to bring the matter of confidentiality to your attention and to provide some examples. This information should not be released other than as provided by law. When in doubt, contact your immediate supervisor and/or the Human Resources Department (451-5800) to avoid any conflicts of interest. For additional information regarding confidentiality of student records, please refer to Board Policies 5:130 Responsibilities Concerning Internal Information and 7:340: Student Records.

CORPORAL PUNISHMENT

In compliance with State law, it shall be the policy of C.U.S.D. #9 to prohibit corporal punishment, such as slapping, paddling, prolonged maintenance of students in a physically painful position, or intentional infliction of bodily harm as a method of discipline.

DRUG FREE WORKPLACE

It is expected that all District #9 employees be physically ready and capable of doing their jobs to the highest level possible. Any impairment of those abilities through the use of alcohol, legal or illegal drugs is strictly prohibited while performing work or being on call for the District. Please see Policies 5:50: Drug and Alcohol-Free Workplace; E-Cigarette; Tobacco, and Cannabis Prohibition and 5:52: Staff Substance Possession, Use and/or Abuse Policy.

“WHEREAS, it is in the best interest of the students and fellow employees of Granite City C.U.S.D. #9 (hereafter "School District") that any personnel employed by School District, or under contract to provide services to the School District, not use, abuse, or are not under the influence of any drugs, alcohol or other illicit substances, with the intent or purpose of using or abusing these substances.”

DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND COMMERCIAL VEHICLE DRIVERS (BOARD POLICY 5:285)

The District shall adhere to State and federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers. The Superintendent or designee manages a program to implement State and federal law defining the circumstances and procedures for the testing.

ELECTRONIC NETWORK ACCESS (INTERNET)

Employees are expected to read, understand and follow the District's policies governing the use of the Internet and to sign the Authorization for Electronic Access form available at each site. This includes the Administrative Procedure for password security. Please consult with your supervisor for a copy of the policy and the authorization form. Please see policies on the district website, including Policy 6:235: Access to Electronic Networks and Policy 5:125: Personal Technology and Social Media; Usage and Conduct.

CELLULAR PHONE POLICY

This policy outlines the use of personal cell phones at work, the personal use of District cell phones and the safe use of cell phones by employees. This policy applies to phone calls, text messaging, pictures, etc. Granite City C.U.S.D. #9 does not expect employees to use their personal cell phones for business use.

Personal Cellular Phones

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of District phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are therefore encouraged to make personal calls on non-work time where possible and to ensure that friends and family members are aware of the District's policy. Flexibility will be provided in circumstances demanding immediate attention.

The District will not be liable for the loss of personal cellular phones brought into the workplace.

Personal Use of District-Provided Cellular Phones

Where job responsibilities or District needs demand immediate access to an employee the District may issue a District cell phone to an employee for District-related communications. In order to protect the employee from incurring a tax liability for the personal use of this equipment, employees will be required to reimburse the District for any personal calls on a District issued cell phone. Phone logs will be audited regularly to ensure compliance with this policy.

Safety Issues for Cellular Phone Use

When using cell phones and other portable devices, employees are expected to observe all relevant state and Federal Laws. This would include laws requiring hand-free devices or prohibiting text messaging while driving. Employees are expected to stop driving before conducting business electronically or are expected to use hands-free devices while driving. District owned electronic devices may be monitored to ensure compliance with the policy.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

(Violations of this policy will be subject to disciplinary action.)

EMERGENCY DRILLS

Granite City C.U.S.D. #9 has developed a Comprehensive Emergency Management Plan to provide a system to mitigate the effects of an emergency. Copies of this plan which provides information for mitigation, preparedness, response, and recovery are available at each site.

FAMILY AND MEDICAL LEAVE ACT OF 1993

The Family and Medical Leave Act of 1993 (FMLA) provides up to 12 weeks of unpaid leave to “eligible” employees for certain family and/or medical reasons. Please refer to your applicable collective bargaining agreement or Board Policy 5:185: Family and Medical Leave Act, for additional information regarding rights under FMLA.

FAMILY BEREAVEMENT LEAVE ACT

Please refer to your applicable collective bargaining agreement or Board Policy 5:250: Leave of Absence.

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take family bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Family Bereavement Leave Act. Eligible employees may use family bereavement leave, without any adverse employment action, for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of a covered family member, which includes an employee’s child, stepchild, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent (2) making arrangements necessitated by the death of the covered family member, (3) grieving the death of the covered family member, or (4) absence from work due to a Significant Event, which includes: (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth. An employee qualifying for leave due to a Significant Event will not be required to identify which specific reason applies to the employee’s request.

The leave must be completed within 60 days after the date on which the employee received notice of the death of the covered family member or the date on which an event under item (4) above occurs. However, in the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Family Bereavement Leave Act. This policy does not create any right for an employee to take family bereavement leave that is inconsistent with the Family Bereavement Leave Act.

If you find yourself in a situation in which a leave is being considered, please contact the Human Resources Department for further clarification.

FLEXIBLE SPENDING ACCOUNT

Section 125 of the IRS Tax Code allows employees to use pre-tax dollars to pay for out-of-pocket medical expenses, dependent care expenses and non-employer-sponsored medical-related insurance premiums. The determined amount is deducted from the employee's salary to pay for these expenses. Because these expenses are paid with pre-tax dollars, participants are taxed on a lower gross salary, thereby saving money that would otherwise be spent on federal, state and FICA taxes. Enrollment is offered to all full-time employees in early December for the following calendar year. Contributions not used will be forfeited in accordance with federal law. Please contact the Payroll Department for information about this benefit.

403b

The payroll department maintains a list of 403(b) providers. For questions, please email payroll@gcsd9.net.

GRADING PERIODS

There shall be four (4) times each school year when students' academic performance is reported to parents. Grading periods are determined when the school calendar is prepared and adopted. The exact grading period dates for this school year will be distributed to staff once determined.

HEALTH AND LIFE INSURANCE

Benefits under the Health Benefit Plan and the District's life insurance policy are provided according to policy and collective bargaining agreements to eligible, full time personnel. Contact the Human Resources Office, at the Administrative Office, for current carrier's names and/or addresses.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The District complies with provisions of the Health Insurance Portability and Accountability Act (HIPAA). The Executive Director of the MISSVIC Insurance Cooperative serves as the security officer for the District.

JURY DUTY

For information regarding payment while on jury duty, please refer to your applicable collective bargaining agreement or Board Policy 5:80: Court Duty. If you receive a summons for jury duty and would like the District to send a letter on your behalf to attempt to receive a postponement of your jury duty responsibilities, you should send a copy of your summons along with a letter addressed to Robert W. Werden, Regional Superintendent of Schools, Madison County ROE 41, 157 N Main Street, Edwardsville, IL 62025. Your letter should include the reasons that support your request for a postponement of your jury duty service. Send both items to the Human Resources Department. Human Resources will then write a letter on your behalf supporting your request for a postponement. **The Jury Commission requires a minimum of one-month notice for postponement**, so send your information in as soon as possible after receipt of the summons. You will receive an email from Human Resources that includes the packet that is sent to the Jury Commission. It is the responsibility of the employee to monitor the status of the deferral.

LUNCH

According to Illinois School Code, certified staff are entitled to a thirty (30) minute duty-free lunch period.

MANDATORY PAYROLL DEDUCTIONS

The Payroll Department processes mandatory deductions such as pension contributions, Social Security, Medicare contributions, etc. and develops an annual schedule for other payroll deductions such as union dues, 403(b) contributions, optional life insurance, flexible spending plans, health insurance, etc. Please contact the Payroll Department if you have questions.

NON-PAY ("DOCK" OR "DEDUCT") DAYS

Your presence is vital to the overall functioning of the school district, requesting non-pay ("dock" or "deduct") days is strongly discouraged. In the rare instances not covered by other types of leave, an employee may submit a written request to the Human Resources Department for non-pay days, not to exceed three (3) days per school year. This written request should state the reason and be made two (2) months in advance if possible. Requests shall be limited to one request every three (3) school years, July 1 – June 30. The leave shall not be combined with holidays to lengthen the period of time in question. Permission may be granted if a substitute for the employee can be secured. The administration reserves the right to deny the requests for leave to maintain efficient operation of the District.

PERSONAL LEAVE

Full-time employees shall be entitled to four (4) personal leave days per year for which no reason shall be given. The Principal must be notified by noon the preceding day before this leave can be invoked. Unused personal leave will be "rolled over" as sick leave for the following school year. As an attendance incentive, anyone who uses two (2) sick days or less per year will receive one additional personal leave day as defined by your contract. If earned, such personal leave day will be added to your personal leave for the following school year.

UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS (USERRA)

Any employee whose absence from employment is necessitated by reason of service in the uniformed services will be granted an unpaid leave of absence and will have the right to be reemployed if he or she:

- Ensures that the District receives advance written or verbal notice of his or her service;
- Has five years or less of cumulative service in the uniformed services while with the District;
- Returns to work or applies for reemployment in a timely manner after conclusion of service; and
- Has not been separated from service with a disqualifying discharge or under other than honorable conditions.

Upon the expiration of such leave of absence, each employee will be restored to his/her former job classification or to a position of like seniority, status and pay; unless, circumstances of the District have so changed as to make it impossible or unreasonable to do so.

PRIVACY RIGHTS

The Family Education Rights and Privacy Act (1974) used to protect the accuracy and confidentiality of student records, will apply to all schools receiving federal funding. The Act prevents educational institutions from disclosing student records or personally identifiable information to third parties without consent, but does not restrict the collection or use of information by schools. The statute also requires educational institutions to give students and their parent's access to school records and an opportunity to challenge the content of records they believe to be inaccurate or misleading.

PROGRESS REPORTS

Progress reports are distributed four (4) times each school year. Low notice reports are sent in the fifth (5th) week of each quarter. Teachers are encouraged to inform parents regularly concerning progress of students.

PURCHASING PROCEDURES

NO EMPLOYEE OR PRINCIPAL IS TO PURCHASE ANYTHING FOR THE SCHOOLS, EVEN IF THE MONEY IS TO COME FROM SOURCES OTHER THAN TAX MONEY, UNLESS PURCHASE IS PREVIOUSLY APPROVED BY THE BUILDING PRINCIPAL AND THE SUPERINTENDENT OR HIS/HER DESIGNEE. All requisitions must be cleared through the building principal and forwarded to the proper area supervisor. Purchases, repairs and maintenance, etc., not approved on a *Form 222* by the proper area supervisor, may be deducted from the requisitioner's paycheck, if not previously paid by the requisition. There should be no invoice received in the Business Office dated prior to an approved purchase order.

There will be NO hand checks, NO faxes, phone orders, or screen prints until you have a signed purchase order. Any purchase for which you will be requesting reimbursement must go through the approval process prior to purchase. There will be NO reimbursements without receipts. Materials for special purchases must be requested on the *standard Requisition Form #222*. Such requisition should be given to your building principal who, if he/she approves the purchase, will forward such requisition to the proper area supervisor who, if approved, will forward to the Business Office. Every requisition must show a complete description of the article being requested - price and supplier should be indicated. Do not list items from more than one supplier on the

same requisition form. After the requisition is approved by the appropriate area supervisor and received in accounting, a purchase order will be produced. The purchase order has six copies.

For purchases relating to travel, meal, and lodging expenses, please refer to your applicable collective bargaining agreement or Board Policy 5:60: Expenses.

SALARY SCHEDULE

Salary Schedules for all employees represented by unions are located with their respective collective bargaining agreements (CBA's). Schedules for exempt employees are located on the district website.

SEXUAL HARASSMENT

Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or 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 policy 7:20, *Harassment of Students Prohibited*.

Sexual Harassment Prohibited

The School 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 this 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.

Making a Complaint; Enforcement

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge. An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*).

Aggrieved persons, who 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. Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use the Board policy 2:260, *Uniform Grievance Procedure*. Employees may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances under this policy; however,

every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Whom to Contact with a Report or Complaint

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Dr. Adam Garrett

Name

3200 Maryville Road

Address

Adam.garrett@gcsd9.net

Email

618-451-5800

Telephone

Complaint Managers:

Dr. David Keel

Name

3200 Maryville Road

Address

David.keel@gcsd9.net

Email

618-451-5800

Telephone

The Superintendent shall also use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

For additional information, please refer to Board Policy 5:20: Workplace Harassment Prohibited.

SICK LEAVE

Sick leave is awarded to employees specified by their collective bargaining agreement or Board policy 5:330.

SMOKING ON SCHOOL DISTRICT PROPERTY

Use of tobacco (in any form) on school property when the property is being used for any school purpose is strictly prohibited by the School Code and by federal legislation. The School Board may not authorize or permit any exemption or exception from the prohibition at any place or at any time. The tobacco ban includes all events or activities or other use of school property that the School Board or school officials authorize or permit on school property including interscholastic or extracurricular activities or other events sponsored by the School Board in which students participate. "Tobacco" includes cigarettes, e-cigarettes, vaping, cigars, or any other electronic

nicotine delivery system, or tobacco in any other form including loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

SPECIAL EDUCATION

Granite City C.U.S.D #9 belongs to the Region I Special Education Cooperative, along with Madison #12 and Venice #3. Special Education services are available to resident children who are between the ages of birth to twenty-one. Programs are designed to serve children who are learning disabled, mentally impaired, physically impaired, hearing impaired, visually impaired, deaf-blind, speech and/or language impaired, behavior/emotional disordered, health impaired, developmentally delayed, autistic, or have traumatic brain injury. The district provides special classes, resource programs and itinerant services to the disabled population. In addition, support services such as physical, occupational and speech therapy are provided.

Teachers, parents, and other staff members may refer a child for screening or testing by contacting the building principal. Evaluations may be requested for any of the above-mentioned disabilities. In extreme cases, specialized evaluations such as psychiatric, neurological and medical may be provided through outside sources.

For additional information, contact the Executive Director of Special Education, at the Board of Education Administrative Office at (618) 451-5800.

STAFF DRESS CODE

The Board believes that grooming and appearance of the District employees provides an important and tangible model for our students to follow. Employee's dress and appearance should not disrupt the educational process or interfere with the maintenance of a positive teaching environment, or compromise reasonable standards of health, safety, or decency. Dress standards should be consistent with particular job descriptions and be compliant with the District's Dress Code Policy.

STAFF GIFTS AND SOLICITATION

No District employee or School Board member shall solicit or accept a gift that he or she has reason to believe is offered in an effort to influence his or her official position or employment. This ban applies to spouses of, and immediate family members living with, a Board member or employee.

STAFF SAFETY

The School District shall have a safety program promoting the safety of everyone on District property or at a District event. In order that the Board can monitor this goal's achievement, the Superintendent shall make regular reports to the Board containing relevant information. The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention; bomb threats, weapons, and explosives on campus; fire emergency and drill procedures including evacuation; tornado protection; instruction in safe bus riding practices; emergency aid; and post-crisis management. There shall be at least 3 full participation exit drills during the regular school term. In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone.

When using District vehicles, employees must follow all state and Federal laws. Employees shall pay any tickets in violation of the law. Any employee operating a district vehicle is prohibited from operating a district vehicle while using a cellular telephone, except: (1) during an emergency situation, (2) to call for assistance if there is a mechanical breakdown or other mechanical problem, (3) where a cellular telephone is owned by the School District and used as a digital two-way radio, and (4) when the district vehicle is parked.

COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE (BOARD POLICY 5:40)

The Superintendent or designee shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with State and federal law, Illinois Department of Public Health rules, and School Board policies.

An employee with a communicable or chronic infectious disease is encouraged to inform the Superintendent immediately and grant consent to being monitored by the District's Communicable and Chronic Infectious Disease Review Team. The Review Team, if used, provides information and recommendations to the Superintendent concerning the employee's conditions of employment and necessary accommodations. The Review Team shall hold the employee's medical condition and records in strictest confidence, except to the extent allowed by law.

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

ADMINISTERING MEDICINE TO STUDENTS

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form (SMA Form) is submitted by the student's parent/guardian.

For additional information regarding Administration of Medication, please refer to Board Policy 7:270: Administering Medicine to Students.

STAFF – STUDENT RELATIONSHIPS AND ETHICS

The Board accepts the principle that the relationship between the school district staff and the student shall be one of cooperation, understanding, and mutual respect. Staff is encouraged to promote professional relationships with students that are characterized by understanding and mutual respect. Staff is expected to avoid and discourage friendships with students and excessive personal involvement. No staff member shall engage in any unethical social interaction with a student. Staff members should not engage in any behavior which places the student and the staff member in isolation at or away from school settings. Excluded are individual tutoring or counseling sessions which are provided for in individual job description or duties. Any other contacts must be conducted only with the consent of parents and/or knowledge of school authorities. In the event an employee is in violation of this policy, immediate discipline will be imposed which may include suspension, discharge, and criminal prosecution when warranted and consistent with its bargaining unit. However, where warranted, nothing shall prevent the Board of Education from instituting dismissal

proceedings under 105 ILCS 5/24-12, or from filing criminal charges or complaints with appropriate state agencies.

EMPLOYEE ETHICS AND CODE OF PROFESSIONAL CONDUCT (BOARD POLICY 5:120)

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others. The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the District's website, if any.

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the Code of Ethics for Illinois Educators, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2:265, Title IX Sexual Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:
 - a. Transporting a student;
 - b. Taking or possessing a photo or video of a student; and
 - c. Meeting with a student or contacting a student outside the employee's professional role.
4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting.
5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:

- a. Violates expectations and guidelines for employee-student boundaries.
- b. Sexually harasses a student.
- c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).
- d. Engages in grooming as defined in 720 ILCS 5/11-25.
- e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, sexual misconduct. Sexual misconduct is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - i. A sexual or romantic invitation.
 - ii. Dating or soliciting a date.
 - iii. Engaging in sexualized or romantic dialog.
 - iv. Making sexually suggestive comments that are directed toward or with a student.
 - v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
 - vi. A sexual, indecent, romantic, or erotic contact with the student.

AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE AND GROOMING (BOARD POLICY 4:165)

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of: issues regarding child sexual abuse, likely warning signs that a child may be a victim of sexual abuse, grooming behaviors related to child sexual abuse and grooming, how to report child sexual abuse, appropriate relationships between District employees and students based upon State law, and how to prevent child sexual abuse.

To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children, and define prohibited grooming behaviors, the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

1. Educate students with:
 - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, *Curriculum Content*;
 - b. Information in policy 7:250, *Student Support Services*, about: (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District.
2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
 - a. A definition of prohibited grooming behaviors and employee-student boundary violations pursuant to policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*;
 - b. Evidence-informed¹ content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; 5:90, *Abused and*

Neglected Child Reporting; 5:100, Staff Development Program; and 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest; and

- c. How to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and employee-student boundary violations with evidence-informed educational information that also includes:
 - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;
 - b. Methods for how to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations to authorities; and
 - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.
 4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

STUDENT DISCIPLINE AND CLASSROOM MANAGEMENT

Teachers, other certificated employees and any other person whether or not a certificated employee who provides a related service for or with respect to a student have a statutory duty to maintain discipline in school, on school grounds, at extra-curricular events, and with respect to all school programs. Please refer to Board of Education policies and District #9 student handbooks, the Athletic Code of Conduct, Region I Special Education Regulations, and building and classroom discipline regulations for additional information.

TITLE IX

It shall be the policy of the Granite City Community Unit School District #9 to comply with the Title IX regulations to insure non-discrimination on the basis of sex. This policy, grievance procedure, and all details necessary to affect an official grievance shall be published annually.

The initial contact for grievance under Title IX will be:

Dr. Adam Garrett

Executive Director of Human Resources & Recruitment

3200 Maryville Road

Granite City, IL 62040

Phone: (618) 451-5800 ext. 2003

Upon contact, the Executive Director of Human Resources & Recruitment will forward all forms and necessary information to affect the grievance procedure. Upon return of the proper information, the Executive Director of Human Resources & Recruitment will assign the grievance to a hearing officer. In the event that the grievance has not been resolved at this level, a written transcript will then be presented to the Superintendent of Schools for his evaluation and ruling.

Please refer to Board Policy 2:265: Uniform Title IX Grievance Procedure for additional information.

TRIP APPROVALS AND TRAVEL PERMISSION

All student and/or employee trips must be approved in advance by the building principal and the appropriate area supervisor. Approval requests must be made a minimum of ten- working days in advance. Student trips beyond 100 miles from Granite City require Board of Education approval and should be requested early enough to be considered at a monthly Board meeting.

VISITORS TO SCHOOL

All visitors to school property shall report directly to the Building Principal's office. If you see someone in your building without proper school identification, please ask to see such identification. If they cannot produce appropriate identification, direct them to the building office. Refer to Conduct on School Property policy.

ACCIDENT REPORTING AND INVESTIGATION

Employees must report any accident or injury to their building administrator immediately following the accident or injury. Employees will assist in completing an accident/injury report and update administration regarding recovery from accidents or injuries following doctor visits. The Administration will investigate all accidents and injuries and report to the Superintendent efforts to prevent any further accidents and injuries.

WORKERS' COMPENSATION INSURANCE

The Board of Education carries Workers' Compensation Insurance on all employees. Injuries sustained while on the job must be reported immediately to the immediate supervisor. It is the individual employee's responsibility to contact **Company Nurse, 1-888-375-0285**. Expense for such injuries is not covered by the Group Health Insurance plan. In those cases where lost time, disability benefits are covered by Workers' Compensation, the procedure followed for salary payment to the employee concerned will be as stipulated in the Workers' Compensation Policy.

CERTIFIED PROFESSIONAL EDUCATOR (CPE) EVALUATION TOOL KIT

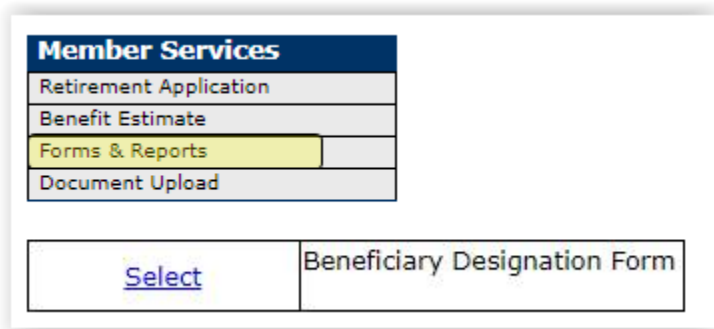
The PERA joint committee and the Board of Education approved the use of Evaluwise for the evaluation tool beginning with the 2025-2026 school year. Training and support will be provided to assist staff in the implementation of the new evaluation software

MEMBER INFORMATION & BENEFICIARY DESIGNATION (MIBD) FORM

[HTTPS://WWW.TRSIL.ORG/MIBD_FORM](https://www.trsil.org/mibd_form)

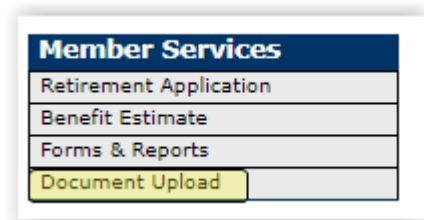
The Member Information & Beneficiary Designation (MIBD) Form is obsolete. It has been replaced with the Beneficiary Designation form. The Beneficiary Designation form allows you to designate beneficiaries to whom death benefits will be distributed.

To create or update your beneficiary designation, download your personalized form by logging into your secure member account. Start by selecting the Member Login button on the top right of this page. After logging in, select Forms & Reports on the left navigation bar. Then select Beneficiary Designation form.



Part of the form will be prefilled with information on file for you. If you cannot access your online account, email members@trsil.org and provide your full name, last 4 digits of your Social Security number and mailing address and we will mail the form to your address.

To quickly and efficiently send the completed form back to TRS, use the Document Upload feature located on the left navigation bar within the secure area. You may also fax it to 217-753-0964 or mail it to the Springfield office.



Periodically review your beneficiary designation and be sure to change it whenever necessary. Some events that may require a beneficiary update include: marriage, divorce, births, deaths or dependents reaching adulthood.

If you are an active member, your TRS Benefits Report contains your designated beneficiaries. You may view this in the secure member area online. You can also verify your beneficiary designation by calling us at 877-927-5877 (877-9-ASK-TRS). Due to confidentiality rules, we can provide this information only to members.

TUITION REIMBURSEMENT

CPEs shall be reimbursed \$50 per credit hour for the actual tuition costs incurred, provided, however, that CPEs shall not be reimbursed for courses towards the attainment of a Type 75 certificate, doctorate, or Superintendent certificate. All coursework requires the pre-approval of the Superintendent. Reimbursement shall be based upon the following conditions:

- A. Course work shall be accredited college courses.
- B. Course work must be directly applicable to the CPE's work (i.e. job specific) in the Granite City School District. If the CPE seeks coursework outside of the field of the teacher's current assignment, approval of such coursework will be made by the Superintendent on a case-by-case basis.
- C. The Superintendent's approval must be received prior to enrollment in the course.
- D. CPEs on a leave of absence or a sabbatical leave shall not be eligible for tuition reimbursement.
- E. Reimbursement shall be applicable to the year coursework is successfully completed.
- F. Reimbursement will be made upon presentation of a grade report or transcript and proof of payment for that course.
- G. Reimbursement shall only be made if the CPE completes the course and receives a grade of "B" or higher, or if the course is pass-fail, the CPE receives a "pass."

No payment will be made for any courses taken for which the individual is receiving financial aid, such as scholarships or federal grants.

Approval of the Superintendent or his/her designee must be obtained prior to enrollment in a course for which compensation is desired unless the course is being taken to satisfy the requirements for a graduate degree. Upon enrollment in a course taken to meet the requirements of a graduate degree, notification of such enrollment shall be given the administration within one week of the date of enrollment.

CPEs requesting approval for courses other than graduate degree requirements may list alternate course. Course titles and numbers must be included in the request.

In the event that original and alternate courses become unavailable, persons may request approval of any substituted course within one week of enrollment.

Requests for compensation of a completed course shall be made within twelve weeks after the closing date of a quarter or semester.

Vocational department teachers desiring professional improvement in their field, but who are unable to find such a course offered by an institution accredited by North Central Association of Secondary Schools and Colleges the course from a non-accredited institution.

The form can be located on the District website on the Staff Resources page.

HANDBOOK DISCLAIMER

Granite City C.U.S.D. #9 has the responsibility to develop and administer policies and procedures to maintain a well-run organization. This document provides summary information of various district policies and procedures. We believe that the policies and procedures, as described in our employee handbook, are reasonable. However, the contents of this handbook are presented to you as a guideline and for your information only. The policies, procedures, and benefits will be applied at the District's discretion, "subject to applicable local, state and federal laws and collective bargaining agreement, if applicable."

This handbook was prepared to help acquaint you with the organization and to describe, in general terms, what you can expect from Granite City C.U.S.D. #9 and what we expect of you as our employee. However, while the organization believes whole-heartedly in the plans, policies, and procedures described, we reserve the right to modify, revoke, suspend, terminate, or change any or all plans, policies or procedures, in whole or in part, at any time, with or without notice. **THE LANGUAGE USED IN THIS HANDBOOK IS NOT INTENDED TO CREATE A CONTRACT, OR EVIDENCE OF A CONTRACT, BETWEEN DISTRICT #9 AND ANY EMPLOYEE.** Only the Board of Education has the right to approve employment contracts.

If there are items you do not understand, feel free to ask your supervisor for an explanation or contact the Human Resources Department at 618 451-5800.

This Employee Handbook will be placed on the District #9 website (www.gcsd9.net). Changes, corrections, additions, etc. may occur from time to time.