



Arthur R. Culver
Superintendent of Schools

EMPLOYEE HANDBOOK

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WORKPLACE POLICIES

Open Communication Policy

The District encourages employees to discuss any issue they may have with a co-worker directly with that person. If a resolution is not reached, please arrange a meeting with your supervisor to discuss any concern, problem or issue that arises during the course of your employment. Retaliation against any employee for the appropriate use of communication channels is unacceptable. Please remember it is counterproductive for employees to create or repeat rumors or gossip.

Customer and Community Relations

The success of the School District 189 depends upon the quality of the relationships between the District, our employees, customers and community. Our customers' impressions of the District and their interest and willingness to send their children to our schools are greatly influenced by the people who serve them. You are an ambassador of East St. Louis School District 189. Our students, parents, and community members are our customers. Providing better service to them builds positive relationships.

Equal Opportunity

The District is an equal opportunity employer. The District prohibits discrimination on the basis of disability, race, ethnicity, color, sex, sexual orientation, national origin or ancestry, religion, age, veteran status and/or any other protected status as defined by law, in all facets of employment, compensation, promotion, transfer, demotion, layoff, discharge or selection for District-sponsored training programs. Discriminatory behavior violates state and federal laws and regulations.

Harassment and Discrimination

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons, including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action (Board Policy 5:20).

Workplace harassment can take many forms. It may be, but it is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults, contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and retaliatory action against an employee for discussing or making a harassment complaint.

Employees who believe they have been harassed are encouraged to promptly report such incidents to the principal, supervisor, or appropriate district official. If the principal or supervisor is the subject of the complaint, the employee shall report the complaint to the Human Resources Department. For more information on the definitions and procedures for reporting and investigating harassment, contact the Human Resources Department.

Title IX Sexual Harassment

School District 189 has adopted new policies and procedures to adhere to the Title IX regulations released in May 2020 by the U.S. Dept. of Education. Title IX sexual harassment can involve any person in the district's education programs or activities-including students, parents/guardians, employees, applicants for employment, and third parties. Prompt responses will be made to reports of sexual harassment in a district's education program or activity regardless of whether the complainant files a formal complaint. Any sexual harassment complaints will follow the Title IX Sexual Harassment Grievance Procedure, including a detailed grievance process for formal

complaints of Title IX sexual harassment. For more information on the definitions and procedures for reporting Title IX harassment, contact the Title IX Coordinator (Dr. Valencia Martin-Hawkins) or Title IX Complaint Manager (Kesia Garrett). ***Board Policy 2:260***

Responsibility

All District employees, and particularly supervisors, have a responsibility for keeping our work environment free of harassment and discrimination. Any employee, who becomes aware of an incident of harassment or discrimination, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or the Human Resources Department. Supervisors should report any allegation of harassment to the Human Resources Department so that the investigation may be monitored for compliance.

Board Policy 5:20

Reporting Harassment or Discrimination

If there is no threat of violence, the District encourages you to communicate directly with the alleged harasser and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, although you are not required to do so. In addition, if you believe you have been subjected to harassment or discrimination, you are required to immediately notify your supervisor and/or the Human Resources Department.

All complaints will be investigated promptly and as discreetly and confidentially as is reasonably possible. If harassment or discrimination by an employee is established, the District will take appropriate disciplinary action against the offender. Disciplinary action can range from verbal warnings to discharge, depending on the circumstances. The District will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

The District accepts no liability for harassment or discrimination of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses or discriminates against another employee is personally liable for their

actions and the consequences. The District prohibits any employee from retaliating in any way against anyone who has raised any concerns about harassment or discrimination against another individual.

Reasonable Accommodation of Individuals with Disabilities

The District makes reasonable accommodations to qualified employees with disabilities for the performance of essential job functions without undue hardship to the District. Accommodations are reviewed case by case in accordance with the Americans with Disabilities Act and any state or local laws that prohibit disability discrimination. Contact the Human Resources Department for questions or assistance.

Drug Free Workplace

East St. Louis School District 189 has adopted a Drug Free Workplace Policy (Board Policy 5:50). The unlawful possession, dispensing, distribution, manufacture, sale or use of controlled substances and alcohol in the workplace by a District employee is prohibited on school premises or as part of any District activity. Being under the influence of controlled substances and/or alcohol by an employee is prohibited in the workplace, on the school premises or any part of District activities.

Employees are required to notify their supervisors within five (5) days if they are convicted of a controlled-drug statute violation occurring in the workplace. Failure by an employee to report such a conviction may be grounds for disciplinary action, up to and including termination. Supervisors who become aware of a conviction of an employee for a criminal controlled-drug statute violation occurring in the workplace should immediately notify the Human Resources Department.

Violation of this policy will result in disciplinary action, up to and including discharge, and referral to law enforcement.

Violence in the Workplace

The District prohibits violence in the workplace. Acts or threats of physical violence, including intimidation, harassment and/or concern which involve or affect the District or its employees or which occur on District property will not be tolerated. This applies to all persons involved in District operations, including personnel, contract, casual and temporary employees and anyone else on District property.

Any act or threat of violence will result in disciplinary action, up to and including discharge, and referral to law enforcement.

Examples of workplace violence include, but are not limited to:

- a. All threats or acts of violence occurring on District property.
- b. All threats or acts of violence occurring off District property involving someone who is acting as a representative of the District.
- c. Grabbing, hitting, or shoving an individual.
- d. Threatening an individual or his/her family, friends, associates or property with harm.
- e. Intentional destruction of or threats to destroy District property.
- f. Making harassing or threatening phone calls.
- g. Harassing surveillance or stalking.
- h. Unauthorized possession or inappropriate use of firearms or weapons.
- i. Intimidating or harassing students, staff, or parents.

Weapons

The District prohibits all persons who enter District property from carrying a handgun, firearm, knife or other weapon of any kind regardless of whether the person is licensed to do so. The District also prohibits all employees from having a handgun, firearm, knife or other weapon of any kind in their personal vehicle when the vehicle is on District business. The only exceptions to this policy are police officers, security guards or other

persons who have written consent by the District to carry a weapon on the property or in their vehicle.

Smoking

Use of tobacco products at all District sites is prohibited

Employee Identification Policy

All District Employees will receive a picture identification card at the beginning of the school year and are required to wear their ID cards in a visible location while at work. The School District will provide a lanyard for new Staff to use to display their ID. Staff can display their ID in a holder of their choice if they choose not to use the school one. This rule is in place for safety of all staff and students. In an emergency, the only way to ensure who belongs in the building and who doesn't is through proper identification. All District Staff are expected to follow this policy.

Professional Appearance

The District expects the dress and grooming of its employees to be clean, neat, in a manner appropriate for their assignments. Employees should be suitably attired and groomed during working hours and when representing the District. If your supervisor determines that your attire and/or grooming detracts from the instructional process or is hazardous to yourself or others, you may be asked to leave the workplace until you are properly attired and/or groomed. In no case should the standards for the employees be less than those prescribed for students. Principals/Supervisors are expected to counsel staff assigned to their location in appearance and conduct.

The following attire is discouraged:

- Shorts*
- Blue Jeans
- Pants/skirts/tops with holes or other types of exposure
- Spandex clothing
- House shoes or flip flops
- Jogging suits*

- Athletic shoes**
- Leggings
- Sun dresses or halter tops
- Shirts exposing underarms

*With the exception of physical education teachers and maintenance and operations personnel.

**Exceptions for school spirit days will be designated by principals or building supervisors.

All clothing is expected to be clean, and facial hair and hair styles are expected to be well-groomed at all times. Any exceptions to these guidelines due to a medical condition must be submitted to the HR department for consideration.

Solicitations and Distributions

Solicitation for any cause during working time and in working areas is not permitted. Distribution of non-District literature in work areas is not permitted at any time during working hours. Employees are not permitted to sell raffle chances, merchandise or otherwise solicit or distribute literature without supervisor approval.

Persons not employed by the District are prohibited from soliciting or distributing literature on District property at any time unless approved by the Superintendent. The District may choose to distribute fliers/information for 501c3 organizations for events/activities of interest to our staff and students. Materials must be approved for distribution through the Human Resources Office (***Board Policy 8:25***).

Tutoring or Advising for Pay

With the exclusion of school personnel receiving stipends for extra- or co-curricular activities, school personnel are not permitted to receive pay for tutoring or advising any students assigned to them for classroom teaching or other school functions.

Outside Employment

Employees should not take outside jobs, either for pay or as donation of his/her personal time if such employment is detrimental to fulfilling assigned duties for District 189

(Board Policy 5:120). Identified areas of conflict include, but are not limited to: arriving late or leaving early, failure to attend required meetings/training, and/or poor work performance due to lack of rest or time for preparation. Any outside job should be appropriate for an employee of a public school.

If an employee obtains secondary employment at any time during their employment with School District 189, the employee must notify the Human Resources Department in writing within ten (10) days prior to beginning the secondary employment. This notification is mandatory regardless of whether the employee is the owner of the secondary business or an employee of the secondary business. **Human Resources will provide a secondary employment review form to be completed by the employee and returned to HR.**

Purchases and Reimbursements

All employees must have appropriate authorization prior to making a purchase or incurring a debt on behalf of the district. An employee needing to make a job related purchase or incur debt related to employment must have approval from his/her supervisor, and district procedures must be followed. Unauthorized purchases or debts will not be paid or reimbursed and are the responsibility of the employee.

STANDARDS OF CONDUCT

Whenever people gather together to achieve goals, some rules of conduct are needed for all to work together efficiently, effectively, and congenially. By accepting employment with us, you have a responsibility to the District and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary (Board Policy 5:120).

Employee Standards of Conduct

District employees serve as positive role models for students and set good examples in conduct, manners, dress and grooming. The District expects each employee to maintain the highest standards of conduct and act in a mature and responsible manner at all times. Employees must not engage in activities which violate federal, state or local laws or which, diminish the integrity, efficiency or discipline of the District.

Staff Conduct with Students

Staff members will maintain appropriate professional behavior while working with students and refrain from harassment, malicious or prejudicial treatment, and abridgement of student rights. Cursing, demeaning language, and physical contact in anger are unacceptable behaviors.

Conflict of Interest

Employees are prohibited from using confidential information acquired by virtue of their associations with the District for their individual or another's private gain.

Employees are prohibited from requesting, receiving or accepting a gift or loan with cumulative value of more than \$100 per year for themselves or another that tends to influence them or appear to influence them in the discharge of their duties as employees (*Board Policy 2:105*).

Unacceptable Activities

The District expects each employee to act in a mature and responsible way at all times. If you have questions concerning any work or safety rule, or any of the unacceptable activities listed below, please see your supervisor, principal, or human resources supervisor.

Note that the following list of unacceptable activities does not include all types of conduct that can result in disciplinary action, up to and including discharge. Discipline for violations will follow bargaining unit contract language for union employees. Nothing in this list alters the at-will nature of employment for some employees of the District.

1. Violation of any District policy or Procedural Directive.
2. Violation of security or safety rules or failure to observe safety rules or District safety practices; failure to wear required safety equipment; tampering with District equipment or safety equipment.
3. Negligence or any careless action which may endanger the health, safety or well-being of another person.
4. Being intoxicated or under the influence of a controlled substance, including alcohol, while at work; possession or sale of a controlled substance in any quantity while on District premises, except medications prescribed by a physician which do not impair work performance.
5. Possession of dangerous or illegal firearms, weapons or explosives on District property or while on duty.

6. Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on District premises or when representing the District; fighting, or provoking a fight on District property, or negligent damage to property.
7. Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work.
8. Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose.
9. Engaging in an act of sabotage; negligently causing the destruction or damage of District property, or the property of fellow employees, customers, vendors, or visitors in any manner.
10. Theft or unauthorized possession of District property or the property of fellow employees; unauthorized possession or removal of any District property, including documents, from the premises without prior permission from management; unauthorized use of District equipment or property for personal reasons; using District equipment for profit.
11. Dishonesty; falsification or misrepresentation on your application for employment or other work records; untruthfulness about sick or personal leave; falsifying reason for a leave of absence or other data requested by the District; unauthorized alteration of District records or other documents.
12. Spreading malicious gossip and/or rumors; dishonesty and repeating false information; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.

13. Immoral conduct or indecency on District property.
14. Conducting a lottery or gambling on District premises.
15. Unsatisfactory or careless work, failure to meet work productivity or work quality standards.
16. Any act of harassment including, but not limited to, repeating sexist or racial jokes, making racial or ethnic slurs.
17. Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor; stopping work before the time specified for such purposes.
18. Sleeping or loitering during working hours.
19. Excessive use of telephones for personal calls, text messaging, and cell phone plan features.
20. Smoking on District property or in District vehicles.
21. Creating or contributing to unsanitary conditions.
22. Failure to report an absence or late arrival; authorized or excessive absences or lateness.
23. Obscene or abusive language toward any supervisor, employee, parent, or student; indifference or rudeness; any disorderly/antagonistic conduct on District premises.
24. Speeding or careless driving of District vehicles.

25. Failure to immediately report damage to, or an accident involving District equipment.
26. Unauthorized soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on District premises.
27. Failure to use required attendance documents, alteration of your own records or attendance documents, altering another employee's time or records, or causing someone to alter your attendance document or records.
28. Any other act of omission which impairs or restricts the ability of the District to provide a safe and healthy environment for employees and students.
29. Sharing or disseminating personal or confidential information about students or employees.
30. Negligence or any careless action which allows others access to personal or confidential information about employees or students. Willfully providing someone access to personal or confidential information about employees or students.

Progressive Discipline Process

Supervisors may use a number of tools to motivate, correct, and/or discipline employees, including, but not limited to, warnings, reprimands, and discharge, as determined to be appropriate in each individual circumstance.

Progressive discipline may be used to correct employee behavioral or performance problems. However, there may be situations where the severity or seriousness of the offense justifies the omission of one or more of the steps in this process. Likewise, there

may be situations where a disciplinary step is repeated. Any discipline required for bargaining unit members will follow respective union contracts. Nothing in this statement establishes set procedures for at-will employees.

Administrative Leave Pending Possible Disciplinary Action

If it is determined that you are violating the District's policies, procedures, or work rules, you may be placed on an administrative leave, with or without pay, pending an investigation of the situation. If you are a member of a bargaining unit, the president of your association will be notified of your administrative leave.

EMPLOYMENT MATTERS

Your employment with School District 189 is an agreement between you and the Board of Education. This duration is governed by the collective bargaining agreement with your union or an individual contract subject to the provisions of the Illinois School Code. You may terminate your employment with the Board at any time, with or without reason provided proper notification is given to the Board. Proper notification is defined as:

1. Information provided in your contract if you have an individual contract.
2. Thirty work day notice if in a non-certified position without a written contract.
3. One semester notice if in a certified position

Certified employees may suffer suspension of their certificate(s) if they do not adhere to the required notice. Shorter notice will be considered in case of emergency.

Background Check

The District will conduct background checks of all prospective employees (i.e. applicants offered employment) with the District, including volunteers who have supervised and/or unsupervised access to students. Background checks are based on fingerprint identification of the prospective employee or volunteer. All offers of employment are contingent upon a satisfactory status. The background check may consist of prior employment verification, professional reference checks, education confirmation, a criminal background check and/or driving record history.

Use of District-Owned Vehicles and Use of Personal Vehicles on District Business

An employee whose work requires operation of a district-owned vehicle must present and maintain a valid Illinois driver's license and driving record acceptable to our insurer. Periodically, the District will check the employee's driver's license and driving record or the employee may be asked to submit a copy of his/her driving record to the district. Any change in driver's license status must be reported to the employee's supervisor immediately. Failure to do so may result in disciplinary action, up to and including discharge.

Per Diem

Employees who are authorized to travel outside the District on official business will be reimbursed for food and lodging expenses at the applicable per diem rate. Employees authorized to use personal vehicles to conduct district business will be reimbursed based on the IRS mileage reimbursement rate (Board Policy 5:62).

Health Examinations

The District may require an employee's participation on an examination to determine the employee's ability to perform his/her essential job functions.

Personnel File

Keeping your personnel file up-to-date is important to you with regard to pay, deductions, benefits and other matters. ***If you have a change in any of the items listed below, notify the Human Resources Department as soon as possible.*** You may review information in your personnel file except for confidential materials relating to pre-employment. Contact the Human Resources Department.

- a. Legal name
- b. Home address; home telephone number
- c. Marital status
- d. Driving record or status of driver's license, if you operate a District vehicle
- e. Military status
- f. Exemptions on your W-4 tax form
- g. Required training certificates
- h. Required professional license(s)/ certifications

Your Medical Records File

The Americans with Disabilities Act (ADA) requires that employee medical files be kept separately from personnel files. All medically-related information must be maintained in a separate medical file which is securely stored and is accessible only to designated district officials.

EMPLOYMENT CLASSIFICATION

At the time you are hired or transfer to a new position, you are classified as a regular full-time, short-term, or temporary employee. In addition, you are classified as non-exempt or exempt in accordance with the Fair Labor Standards Act and applicable state law. If you are unsure of which classification your position fits into, please ask your supervisor.

Non-Exempt and Exempt Employees

Employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per workweek. ** These employees are referred to as “non-exempt” in this Employee Handbook. This means that these employees are not exempt from (and therefore should receive) overtime pay. Exempt employees include teachers, administrators, principals, professional staff, directors, and others whose duties and responsibilities exempt them from statutory overtime pay provisions. The terms Professional Employees and Support Staff are also sometimes used in reference to language in the Education Code. In this context, a Professional Staff member is one who requires a certificate recognized by the Teacher Retirement System to perform his/her job. Support Staff members may be degreed or non-degreed and may hold certificates not required by TRS.

*****Or pursuant to any bargaining unit agreement that exists***

Regular Full-time Employees

An employee who is regularly scheduled/paid to work 40 hours per week is considered a regular full-time employee. Teachers who teach a full load of classes plus a preparation period are considered full time.

Temporary Employees

Hourly, summer employees, and interns, are considered temporary employees. Their length of service is determined at the time of employment and may be extended. The extension does not make them a regular full-time employee.

WORK SCHEDULE

Business Hours

The Central Office located at 1005 State Street is open from 8:00am – 4:30pm week days. Any deviation from that schedule for an employee assigned to Central Office must be approved by the employee's Supervisor and/or the Cabinet Level Administrator responsible for that area. Most employees in the District offices are assigned to work a regularly-scheduled workweek (40-hour workweek). Should you have any questions concerning your work schedule, please contact your supervisor or the Human Resources Department.

Absences or Tardiness

If you are unable to report to work, or if you will arrive late, contact your supervisor immediately. If you know in advance that you will be absent, you must notify your supervisor. All vacation and personal leave must be approved 3 days in advance. **

A consistent pattern of absences can be considered excessive. For example, an employee who is absent almost every Friday or in-service day may exhibit a pattern of leave abuse. In addition, excessive tardiness or leaving early may carry the same weight as an absence. Other factors, like the degree and reason for the absences or tardiness, will be taken into consideration. **Sick days are a benefit for illness, and they are not to be treated as vacation or personal days. Employees are expected to monitor usage of their sick days and vacation days, which are reported on their paychecks.**

*****Or pursuant to any bargaining unit agreement that exists***

OBTAINING SUBSTITUTES

Substitutes play a very important role in the education of our students. Substitutes are employed as classroom teachers or as clerical, paraprofessional, security guards and custodians, to name a few.

ESCHOOL SOLUTIONS Automated Sub Teacher Calling System

ESCHOOL SOLUTIONS is an automated system used to find substitutes for teacher absences. The automated system allows staff to register their own absences using the web or the interactive voice response phone system. ESCHOOL SOLUTIONS then finds substitute teachers to fill each vacancy and allows substitutes to view and accept jobs online. Unfilled jobs trigger automatic phone calls to qualified substitutes. The administrative management functions of ESCHOOL SOLUTIONS provide administrators with full information about absences and substitute assignments.

ESCHOOL SOLUTIONS instructions are provided to each teacher and administrator. You will be provided with an ID# and Pin# to allow you to access the system.

When a teacher is reporting an absence on the system, please report your absence in a timely manner. If you do not report the absence to the system by 6:00am on the day of the absence, please contact your building administrator to inform them of your absence and report it on the system. This will ensure that that class will be covered. If you have questions or comments regarding the use of the ESCHOOL SOLUTIONS system, please contact the Human Resources Department at (618) 646-3000.

Substitute Teacher Pay Rates are:

Non- Certified Substitute Teachers

- \$120 per day for Substitute Teachers
- \$155 per day for Substitute Teachers who work for **30 consecutive days in one assignment**

Certified Substitute Teachers

- \$155 per day for **Certified** Substitute Teachers

- \$220 per day for *Certified* Substitute Teachers who work for ***30 consecutive days in one assignment***

Other Substitute Employees

Substitute Clerks – Substitute Clerks are responsible for maintaining accurate student records, providing clerical support to the school site, communicating information to students, parents, and staff regarding activities and any pertinent school information, and ensuring that information is provided in a timely and accurate manner. Rate of pay: \$13.00 per hour (effective January 1, 2021). Supervisors request sub clerks. To request a Sub Clerk, please contact the Human Resources Department at extension 3058.

Substitute Security Guards – Substitute Security Guards perform duties in the protection of students, staff, and property, and preservation of order in the school in accordance with school district rules and policies. The main responsibilities of this position include enforcing all school policies, parking enforcement, interaction with students and providing assistance to students and staff when needed. They are required to exercise initiative and discretion when faced with emergency conditions. Rate of pay: \$13.00 per hour (effective January 1, 2021). Supervisors request substitute Security Guards. To request a Sub Security Guard, please contact the Security Department at extension 3000.

Substitute Aides- Substitute Aides perform duties that are instructional in nature or deliver direct services to students. They serve in a position for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services. Rate of pay: \$13.00 per hour (effective January 1, 2021). Supervisors request substitute aides.

To request a Sub Aide, please contact the Human Resources Department at extension 3058.

Substitute Custodian – Substitute Custodians are responsible for the cleanliness of all interior and exterior spaces. This person is an integral part of the School and is expected to maintain a respectful and cooperative relationship with students, faculty, staff, parents

and vendors. Substitute Custodians are expected to take pride in the overall appearance of the entire facility and actively observe and report anything needing to be corrected. Rate of pay: \$13.00 per hour (effective January 1, 2021). To request a Sub Custodian, please contact the Buildings & Grounds Department at extension 8300.

Employee attendance is a critical factor in student success. Employees are expected to adhere to the attendance policies. Unauthorized or excessive absences, a pattern or leave abuse, tardiness, or leaving early may lead to disciplinary action, up to and including discharge.

Severe Weather and Emergency Conditions

In the event of severe weather conditions or other emergencies, the Superintendent will notify the news media of any closings or delayed openings for the day. The announcement will include which (if any) employees are to report to work. If an employee is required to report to work, but chooses not to report, rules regarding any other absence apply.

If the District specifies a delayed opening and you are unable to report to work, you will need to contact your supervisor or principal immediately. Any employee, who was on a previously approved leave day during a declared emergency, will not be charged leave for the emergency period.

School closings will be announced on local news media, generally by 6:00 a.m. On mornings when weather conditions are severe, employees should watch television for announcements concerning the school schedule. The District will also use the automatic call notification. It is imperative that the Human Resources Department has your correct phone number on file.

Building Access by Employees

District buildings will customarily be opened, closed, and secured only by a designated employee, or custodian. Request for building access before or after normal hours must be approved by the Superintendent or the Superintendent's designee.

Exceptions:

1. Cabinet level administrators, principals, directors, custodians, and maintenance and operations.
2. School Activities: Building access hours may be extended by the site administrator for activities such as parent conferences, PTO meetings, or any other activity needing extended hours.

Visitors at the Worksite

The routine or extended presence of friends or family of District staff, where staff is working at the district is not permitted. This prohibition extends to visits by off-duty staff of School District #189. Such an occurrence at the worksite creates the potential for injury to the visitor and significant liability to the district as well as adversely affecting the work efficiency of staff.

Off-Duty Staff

Off-duty staff should not engage in any activity at a work site that is detrimental to the operation of the school or building. This includes visits with other employees that interrupt the work flow.

Children at the Worksite

The presence and care of children at a district worksite creates significant safety and liability considerations for the district and is not permitted. Child care demands the frequent attention of a parent and thus necessarily diverts attention from job performance.

Applicable Leave Provisions

East St. Louis School District #189 staff, have available to them various leave provisions

which can be used to meet child care responsibilities. Personal leave and vacation leave may be used, as well as sick leave for the parent of a child who is ill.

SAFETY

General Employee Safety

The District is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

The District will maintain safety and health practices consistent with the needs of our organization. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each supervisor make the safety of employees an integral part of her/his regular management functions. It is responsibility of each employee to accept and follow established safety regulations and procedures. Communicate with your supervisor or other administrative personnel regarding safety. Employees receiving job specific safety manuals should review them and be familiar with all information contained.

Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor. If you or another employee is injured, contact outside emergency response agencies, if needed. Even if an injury does not require medical attention, a Supervisor and Employee Report of Accident Form must still be completed in case medical treatment is later needed and to ensure that any safety hazards are corrected. The Employee's first report of injury and medical

information release form must be completed and sent to Risk Management in all cases in which an injury requiring medical attention has occurred.

Federal law requires that we keep records of all illnesses and accidents that occur during the workday. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

Fire Prevention

Employees are expected to know the location of all fire extinguisher(s) in your building. Notify your supervisor or principal if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires.

Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

Immediately report the tampering with fire extinguisher(s) by other employees or students to your principal or supervisor.

In Case of Fire

If you are aware of a fire, you should:

- Dial 9-1-1 or the local fire department
- If possible, immediately contact your principal or supervisor. Evacuate all employees from the area
- If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable and have been trained in the correct use of fire extinguishers.
- If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.
- Do not re-enter the building until directed to do so by the fire department.

Emergency Evacuation

If you are advised to evacuate the building, you should:

- Stop all work immediately.
- Shut off all electrical equipment and machines, if possible
- Walk to the nearest exit, including emergency exit doors following posted building evacuation routes.
- Exit quickly; do not run. Please do not stop for personal belongings.
- Proceed orderly to a parking lot near the building. Be present and accounted for during roll call.
- Do not re-enter the building until instructed to do so.

Housekeeping

You are expected to keep your work area neat and orderly at all times – it is a required safety precaution.

If you spill a liquid, clean it up immediately. Do not leave tools, materials, or other objects on the floor which may cause other to trip or fall. Keep aisles, stairways, exits, electrical panels, fire extinguishers, and doorways clear at all times.

Easily accessible trash receptacles and recycling containers are located throughout each building. Please put all litter and recyclable materials in the appropriate receptacles and containers.

Office Safety

With regard to your designated work area/office, do the following:

- Leave desk, file or cabinet drawers firmly closed when not in use.
- Open only a single file cabinet at a time
- Arrange office space to avoid tripping hazards, such as telephone cords or calculator electrical cords.
- Remember to lift things carefully and to use proper lifting techniques.

Restricted Areas

In the interest of safety and security, certain portions of a school or department may be restricted to authorized personnel only. Such areas will be clearly marked. In schools these areas will usually include the boiler room, physics or chemistry laboratories where chemicals are stored, and or the kitchen sections where food is being prepared. If you notice unsupervised students in a restricted area they should be asked to report to the office and the principal should be notified immediately.

COMPENSATION

The goal of the District compensation program is to attract qualified applicants and encourage exceptional employees to stay with our District. With this in mind, our compensation program is built to balance both employee and District needs.

Paycheck

Direct payroll deposit is the automatic deposit of your paycheck directly into a financial institution account. Employees are encouraged to use direct deposit. Contact the payroll Department for details and the necessary authorization forms.

Employees receive their paychecks on the 15th and last day of the month. If either of these days are non-working days, payday will be the last working day preceding these dates. There are twenty-four (24) pay periods per year.

Mandatory Deductions from Paycheck

The District is required by law to make certain deductions from your paycheck. Among these are your federal, state and local income taxes and your contribution to social Security and Medicare, state retirement (IMRF for non-certified and TRS for certified). These deductions are itemized on your check stub. The amount of the deduction depends upon your earnings and the information you furnished on your W-4 form. Other mandatory deductions that may be made from your paycheck, such as court-ordered garnishments, will be explained whenever the District is ordered to make such deductions.

Overpayment of Earnings

If you have been overpaid, you must contact the Payroll department immediately. Any overpayment must be returned to the district in full.

Overtime Pay

If you are a non-exempt employee, you are eligible to receive overtime pay. Refer to your contract for overtime compensation rates. *All overtime must be approved in advance by your supervisor.*

Records of Time Worked

You are responsible for accurately recording your time. Tampering with another's time record is cause for disciplinary action, up to and including discharge, of both employees. In the event of an error in recording your time, please report the matter to your supervisor.

TimeClock Plus Workforce Management System

TimeClock Plus is a computerized time and attendance system. The district has installed electronic employee time clocks in all school buildings, the Board of Education Building, and the Illinois Bus Central terminal.

The TimeClock Plus system allows for employees to clock in and out using their employee identification number, employee identification badge and/or their fingerprint.

All full-time and substitute employees are required to use this system. If you have questions or comments regarding the use of the TimeClock Plus system, please contact the Human Resources Department at (618) 646-3000.

Salary Rules for Newly Hired and Promoted Non-Union Employees:

- Employees who are newly hired or promoted and start their position **before January 1st** are eligible to receive salary increases that align with others in their pay grade, effective at the start of the upcoming fiscal year.
- Employees who are newly hired or promoted and start their position **after January 1st** are not eligible for a raise in the upcoming fiscal year. When their salaries are determined, consideration will be given to the salary adjustments that employees within the same pay grade will receive in the upcoming fiscal year.

EVALUATIONS

The District periodically conducts a formal evaluation for each employee. The District's goal is to conduct this evaluation on an annual basis. An evaluation may also be conducted in the event of a promotion or change in duties and responsibilities.

A performance evaluation provides an opportunity for collaborative, two-way communication between the employee and his/her supervisor. This is a good time to discuss interests, concerns, and future goals. Supervisors can recommend further training or additional opportunities as well as answer any questions about the performance evaluation process. The evaluation process for bargaining unit employees is negotiated. Bargaining unit employees may refer to their contracts for additional information.

Promotions and Transfer Policy

The Board provides employees with an opportunity to apply for available positions within the District. Hiring for available positions depends largely upon training, experience, and work record. Bargaining unit contracts may contain language that impacts hiring in certain areas. Please refer to the applicable contract for more information.

The District is an equal opportunity employer and will consider qualified applicants within and outside the District.

BENEFITS

The District sponsors a comprehensive benefits program for all eligible employees. The District periodically reviews its benefits program and may make modifications as appropriate. The Board reserves the right to amend, add to or terminate these plans at any time. This right of amendment/termination applies equally to all participants. The Board recognizes the responsibility to bargain any change to a contractual benefit.

Group Insurance

Group health insurance coverage is available to all full-time employees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees in a benefits handbook prior to open enrollment or to new employees during orientation. Employees become eligible for coverage upon the first date of employment.

New employees must complete enrollment forms within the first 31 days of employment. Current employees can make changes in their insurance coverage during the open enrollment period only, or whenever a qualifying event occurs which may necessitate changes (such as, divorce, marriage, birth, death). The employee will be required to complete additional paperwork within 30 days if a change in coverage is desired. Employees should contact the Human Resources Department for more information.

Eligible full-time employees have the opportunity to enroll themselves and their eligible dependents for group insurance coverage. Costs for group health, dental, and vision are determined by bargaining unit contracts and/or Board policy. Only full time employees are eligible for insurance coverage.

The following benefits are available, as defined and limited by our contracts with benefit providers:

- Health Care Insurance
- Dental Care Insurance
- Vision Care Insurance

- Basic Group Term Life Insurance/Voluntary Term Life/Accidental Death & Dismemberment Insurance

Upon enrolling, you will receive summary plan descriptions describing your benefits in detail. Applicable employee contributions will be automatically deducted from your paycheck.

Initial Enrollment

When must initial enrollment be completed?

The employee is responsible for timely enrollment. Enrollment must be complete within 31 calendar days from the eligibility date. All required enrollment application forms and supporting documentation must be completed and received in the Human Resources department within the 31-calendar day period.

Newly acquired dependents, including newborn children and spouses, must be enrolled through the Human Resources department within 31 calendar days of becoming eligible. Enrollment is not automatic for any newly acquired dependent. Please contact the Human Resources Office within 31 days of a dependent's initial coverage eligibility date.

How is enrollment completed?

Each new eligible employee receives an insurance enrollment package containing instructions, a description of the plans available and enrollment applications. The employee must complete and return these forms so that they are received in the Human Resources Office within the 31-calendar day period. To enroll eligible dependents, verification of dependent eligibility is required: a marriage certificate for a spouse and birth certificates for children. To enroll adopted children or children for who the employee has legal guardianship, a copy of the adoption papers or legal guardianship papers must be submitted at the time application for coverage is made. Without such documentation, an application is not considered to be complete. Failure to provide all supporting documentation during the initial eligibility period will prevent enrollment of the affected dependent until the next following switch enrollment period.

COBRA Benefits

When an employee who has been receiving insurance benefits leaves the District, the employee may have the option to continue insurance benefits at his/her own expense for a limited period of time. The employee should contact the Human Resources Department prior to his/her last day of work to sign up for continued insurance benefits and make arrangements for payment. COBRA benefits must be requested within 45 days after the last date of employment.

Workers' Compensation Insurance

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer work-related illness or are injured on the job. Workers' compensation is only applicable if you are injured while at work and performing your assigned duties.

District Procedures in reporting a Work Related Injury

1. All work-related accidents or injuries should be reported immediately:
 - Teachers and support staff must report a work-related accident/injury to their principal or immediate supervisor
 - Maintenance staff and custodians must report a work-related accident/injury to their immediate supervisor and principal.

If the accident occurs after normal working hours and the supervisor or principal is not on duty, the injury should be reported to the next co-worker in charge.

2. Within 24 hours of the occurrence, preferably immediately, a "Workers' Compensation Report of Injury or Illness" form must be completed and signed by the person who took the injured worker's statement of the incident and the principal or immediate supervisor. The form can be received from the Human Resources Department. The injured employee will receive a copy of the form.
3. If the employee requires medical attention, the principal/supervisor should follow these procedures:

- For severe accidents/injuries call 911.
 - If the injury is somewhat minor, then the employee may request first aid treatment on site.
 - If the injury cannot be treated on site, the employee may seek treatment by a medical provider.
4. If the employee is placed on modified duty by an authorized medical provider due to the accident/injury, or if the employee misses work because of the accident/injury, then he/she must report to Human Resources as soon as possible to complete additional paperwork.
 5. Employees returning to work after being absent due to work-related injury must report to the Human Resources Department for a return to work order prior to beginning work and must bring a medical provider's clearance for returning to work.

Unemployment Compensation Insurance

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Eligibility for Unemployment Compensation is determined by the Division of Unemployment Insurance of the State Department of Labor. In order for your claim to be valid, you must have a minimum amount of earnings determined by the State, and you must be willing and able to work.

Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service.

Teacher Retirement

Employees who plan to retire under Teacher Retirement System (TRS) should notify the Human Resources Department as soon as possible. TRS provides members with an

annual statement of their account showing all deposits and the total account balance for the year ending, as well as an estimate of their retirement benefits.

Credit Union Membership

As an employee of East St. Louis School District 189, you are eligible for membership in the Vantage Credit Union. Membership can enable you to borrow money at low interest rates. You may also save money and enjoy other benefits provided by the credit union. Vantage Credit Union is a full-service financial institution.

HOLIDAYS

The Board observes all national and state holidays as governed by the Illinois School Code. Additionally, the Board may grant additional holidays. Any variance from the aforementioned practices will be observed if contained in the union contract. You are not eligible to receive holiday pay when you are on an unpaid leave of absence.

Board Policy 5:330

Recognized Holidays Include:

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Christmas Day

New Year's Day

Dr. Martin Luther King Day

President's Day

Casmir Pulaski Day

Malcolm X. Birthday

Memorial Day

Juneteenth

Independence Day (July 4)

Additional Board granted holidays will be included in the annual school calendar.

LEAVES

Leaves and absences

Paid and unpaid leave benefits are determined by bargaining unit contracts and Board policies. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require extended leaves of absence should call the Human Resources Department for information about options, continuation of benefits, and communicating with the District.

Employees who are approved for an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the Family and Medical Leave Act will be paid by the District, as they were when they were working. Otherwise, the District does not make benefits contributions for employees who are not active payroll status. If illness, incapacity, or any other condition causes an employee to be absent for more than 90 consecutive work days, such an absence may be considered a permanent disability, and the Board may consider beginning dismissal proceedings subject to State and Federal law (Board Policy 5:180). The Superintendent may recommend the use of this Policy when circumstances strongly suggest that the employee returned to work intermittently in order to avoid application of the Policy.

Sick leave

Sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee's immediate family*
- Doctors, dentists, or other medical providers' appointments

*The term "immediate family" includes:

1. Spouse
2. Son or daughter, including a biological, adopted, or foster child
3. Parent of the employee

4. Sibling
5. Any person who may be residing in the employee's household at the time of illness and death

For purposes of the Family Medical Leave Act, the definition of "family" includes only items 1, 2, and 3 on the above list.

Personal leave

Full-time employees receiving contractual or administrative benefits are eligible for two (2) days of paid personal leave during each year. Leave that can be scheduled in advance is considered discretionary leave. An employee wishing to take personal leave must submit a notice of the request at least 3 days in advance of the anticipated absence to his or her principal or immediate supervisor. It is recommended that personal leave be requested as soon as possible so that a substitute can be secured. Personal leave will be granted on a first-come, first-serve basis. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor. **

Personal leave cannot be taken on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, or professional or staff development days.

*****Or pursuant to any bargaining unit agreement that exists***

Vacation Policy 5:330

Twelve-month full-time Non-Union employees shall be eligible for twenty (20) paid vacation days. Employees who have previously earned more than (20) vacation days will not lose any days. Vacation days earned in one fiscal year (July 1-June 30) must be used by December 31 following the fiscal period. Unused, accrued vacation shall be forfeited at the conclusion of every fiscal year, except that employees may carryover a maximum of ten (10) days of unused, accrued vacation to the subsequent fiscal year. Under no circumstances shall more than ten (10) days be carried over to any subsequent fiscal year. No employee shall accrue more than thirty (30) days of vacation leave at one given time. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation prorated monthly. Payout of unused vacation is valued at 1.67 days per month, except for current employees hired before January 1, 2017 who have 25 years or more of service. Their vacation days accrue at 2.5 days per month.

Use and recording of leave

Employees must follow District and department procedures to report or request any leave of absence and complete the appropriate leave request form. Any employee, who is absent more than three (3) consecutive days due to illness, must submit a medical certification form from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in the case of personal illness-the employee's fitness to return to work.

Bereavement (funeral) leave

Full-time contractual/administrative employees receive up to three (3) working days of leave with pay (not charged to other leave time) to make arrangements for and attend funeral services of the employee's spouse, child, or parent; for clarification with regard to other family members refer to your Union collective bargaining agreement.

Bereavement leave pay will only be made to employees for actual time spent away from work for the funeral or its arrangements. For example, if death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation

occurs on any of the days of absence, you will not receive holiday or vacation pay in addition to paid funeral leave.

Jury duty

If you are called for jury duty, you must provide your principal or immediate supervisor with a copy of the jury summons within forty-eight (48) hours of your receipt of the jury summons. Employees will receive leave with pay and without loss of accumulated leave for jury duty. In order to receive jury duty pay, you must present a statement of jury service and pay to your supervisor or principal; this document is issued by the court.

Other court appearances

Absences for court appearances related to an employee's personal business must be taken as personal leave, vacation leave, or leave without pay (if no personal/vacation leave is available). Employees may be required to provide documentation of their need for leave for court appearances.

School Involvement Leave Visitation

"School Involvement Leave" is defined as leave used strictly for participating in parent conferences, school visits, and other school activities. Employees who are parents or legal guardians of school children from pre- kindergarten through grade twelve (12) are allowed to take up to eight (8) hours of paid time off per school year, with no more than 4 hours being taken in one day for to attend school conferences or classroom activities related to the teacher's child. Staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other available leave except sick or disability leave.

Religious Observances

The Board shall reasonably accommodate an employee's request to be absent from duty in order to participate in religious observances and practices, so long as it does not cause undue hardship on the conduct of District business. Employees may use personal or vacation leave or may request a per diem reduction.

Family and Medical Leave

Employees who have been employed by the District for at least 12 months, and have worked at least 1,250 hours in the 12 months immediately preceding the need for leave are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave each year between July 1st and June 30th for the following reasons:

- The birth, adoption, or foster placement of a child
- To care for a spouse, parent, or child with a serious health condition
- An employee's serious health condition

Spouses who are both employed by the District are subject to limits in the amount of leave that they can take to care for a parent with a serious health condition or for the birth, adoption, or foster placement of a child.

Employees reporting an extended leave of more than five sick days must notify their supervisor immediately. The supervisor must provide the Human Resources Department with an Extended Leave Notice within 24 hours once notified by the employee. The employee will receive from Human Resources a Medical Certification from Health Care Provider form. **It is the employee's responsibility to provide Human Resources with the completed Medical Certification from Health Care Provider form within 15 days of receipt.** Human Resources will notify the employee of his/her eligibility status for FMLA and/or temporary disability.

Eligible employees are entitled to their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave.

Family and medical leave runs concurrently with accrued sick and personal leave, and absences due to a work-related illness or injury. The District will designate the leave as

family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

In some circumstances, employees may take family and medical leave in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

- An employee is needed to care for a seriously ill spouse, child, or parent,
- An employee requires medical treatment for a serious illness,
- An employee is seriously ill and unable to work, or
- An employee becomes a parent or has a foster child placed in his or her home.

When the need for family and medical leave is foreseeable, employees must provide 30-day advance notice of their need. When the need for leave is not foreseeable, employees must contact the Human Resources Department as soon as possible. Employees are required to provide the following:

- Medical certification from a qualified healthcare provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member,
- Second or third medical opinions and periodic re-certification of the need for leave,
- Periodic reports during the leave regarding the employee's status and intent to return to work, and
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work.

Employees requiring family and medical leave should contact the Human Resources for details on eligibility, requirements, and limitations prior to an extended leave. Employees who are on extended leave must provide a medical certification every 30 days.

Military leave

Paid leave for military service. Any employee who is a member of the Illinois National Guard, Illinois State Guard, or reserve component of the armed forces will be granted the difference in pay between the employee's usual salary and the base military pay during leave.

Re-employment after military leave. Employees returning from military leave must be promptly reinstated to the position he or she held prior to the commencement of the leave. "Promptly" means within two weeks of the employee reapplying for employment. Employees who wish to return to the District will be re-employed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they are still qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to the Human Resources Department.

Insurance Premium Payment during Leaves of Absences

While the employee is on any unpaid leave of absence other than FMLA, the employee will be responsible for paying the total premiums for insurance coverage starting the first day of leave.

Accepting Other Employment or Going into Business While on Leave of Absence

If the employee accepts any job or go into business while on leave of absence from the School District, he/she will be considered to have abandoned his/her job and will be terminated from employment with East St. Louis School District 189 as of the day which the leave of absence began. Additionally, the employee may be required to compensate the School District for benefit costs incurred that may have been associated with/during the leave.

SEPARATION OF EMPLOYMENT

Voluntary Termination

The Board will consider you to have voluntarily terminated your employment if you:

- a. Resign from the District
A letter of resignation from your employment with the District must be given to your immediate supervisor with a copy to the Human Resources Department.
- b. Retire from the District
A letter of retirement must be sent to the Superintendent with a copy to your supervisor and the Human Resources Department.
- c. Failure to return from an approved leave of absence on the date specified; or
- d. Failure to report to work without appropriate approval for three (3) or more work days in a calendar year unless the employee is physically unable to report. If the employee is physically unable to report the absence, the District will review the situation with the appropriate bargaining unit.

Time of Notice:

- Certified employee; minimum 30 days
- Non-Certified employee; minimum 14 days

Form of Notice:

Include the following information in your Resignation or Retirement letter:

Name

Job Title

Work Location

Home Address

Last Day of Work

Clear Statement of your intention

The Board also requests that you complete a Resignation/Retirement form. Completing this form is not mandatory. Employees may obtain a Resignation/Retirement form and a sample letter of resignation or retirement from the Human Resources Department.

Involuntary Termination

The Board may discharge you from your employment for poor performance, misconduct, excessive absences, tardiness, discrimination or other violations of District policies. If your employment is at-will, you or the District may terminate the employment relationship at any time. Involuntary termination of a bargaining unit employee will follow contractual procedures.

Grievance Procedure

The grievance procedure for all union employees is by agreement between the unions and the Board of Education. Please refer to your union contract for the specifics of the grievance procedure that applies to you. The Board recognizes the following unions:

1. General Service Employees Union Local 382
2. East St. Louis Federation of Teachers Local 1220

All employees will be afforded due process procedures that are guaranteed by state and federal law.

Post-Employment Inquiries

The District does not respond to oral requests for references. In the event another District employee is terminated either voluntarily or involuntarily, you must not, as a current District employee, under any circumstances, respond to any requests for information regarding another employee unless it is part of your assigned job responsibilities. Forward the information request to the Human Resources Department.

Return of District Property

Any property the District issued to you, such as keys, uniforms, materials, supplies, computer equipment, etc., must be returned to your supervisor at the time of termination. You will be responsible for any lost or damaged items. Employees are also required to

submit any information necessary for a replacement to perform the responsibilities of the position such as copies of grants, professional passwords, etc. The value of property issued and not returned may be deducted from your paycheck. You may be required to sign a wage deduction authorization form for this purpose.

Conclusion of District Employment

- Technology Department will remove employee's access to District email
- Human Resources will collect district property for central office staff (technology, keys, etc.)
- All other staff will return property to their supervisor or building administrator
- All staff will complete the Human Resources Employee Exit Form upon departure from the District. The Human Resources Employee Exit Form will be shared with all administrators. Administrators must submit the HR Employee Exit Forms to the Human Resources Director.

TECHNOLOGY ACCEPTABLE USE

Each staff member must sign this Authorization as a condition for using the District's Electronic Network connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. Please read this document carefully before signing.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance. The District's expectation is that the employee technical acceptable use policy will be followed. Any instance of non-compliance may result in disciplinary action pursuant to bargaining unit guidelines if applicable.

Terms and Conditions

Acceptable Use - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for a legitimate business use.

Privileges - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated the terms of access privileges and may deny, revoke, or suspend access at any time.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;

- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal the personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this *Authorization*.

Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail - The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's electronic mail system constitutes consent to these regulations.

Technology Equipment – The School District may assign/issue staff members and/or students technology equipment on an as-needed basis for educational purposes and/or purposes of conducting school business only. The following requirements shall govern the use of such technology equipment:

- a. Because technology equipment is provided in good working order, it is the user's responsibility to care for such equipment and ensure that it is retained in a safe environment.
- b. Technology equipment is, and at all times remains, the property to the School District, and is herewith provided to the user for educational purposes and/or purposes of conducting school business only for the current academic or fiscal year, and the user may not deface or destroy this property in any way.

- c. Inappropriate use of the technology equipment may result in the user losing his/her right to use this equipment and may further result in disciplinary action up to and including termination of employment.
- d. Technology equipment will be returned upon request by the School District, or sooner, if the user leaves the School District, for any reason, prior to the end of the academic or fiscal year.
- e. Technology equipment may not be used for commercial purposes, in accordance with the School District's policies and rules, as well as local, state, and federal statutes.
- f. The user may not install or use any software other than software owned or approved by the School District and made available to user in accordance with this Authorization.
- g. One user account with specific privileges and capabilities shall be set up on the computer for the exclusive use of the user to which it has been assigned, and the user agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.
- h. The user agrees to make no attempts to add, delete, access, or modify other user accounts on the technology equipment.
- i. Because the School District network is provided for the academic use of all students and staff, the user agrees to take no action that would interfere with the efficient, academic use of the network.
- j. The user shall not remove or modify identification and inventory labels/tags placed on the technology equipment, nor shall additional stickers, labels, tags or markings be added to the technology equipment.
- k. The user shall regularly back up his/her files.
- l. The School District is not responsible for any computer or electronic viruses that may be transferred to or from user's diskettes or other data storage medium and user agrees to utilize best efforts to assure that the technology equipment is not damaged or rendered inoperable by any such electronic virus while in user's possession.

Internet Access

Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this *Authorization*, and otherwise follow this *Authorization*.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this *Authorization*.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate

for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Technology Equipment

The School District may assign/issue staff members and/or students technology equipment on an as-needed basis for educational purposes and/or purposes of conducting school business only. The School District's Technology Department shall internally monitor such technology equipment as necessary to ensure the appropriate use of same. Misuse and/or failure to properly care for such technology equipment may result in disciplinary action up to and including termination of employment.

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic network must be: (1) in support of education and/or research, and be in furtherance of the School Board's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

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

The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

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

Authorization for Electronic Network Access

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action. **Board Policy 6:235**

Authorization for Electronic Network Access Form

Submit to Building Principal or Supervisor

Students and their parents/guardians need only sign this *Authorization for Electronic Network Access* once while the student is enrolled in the School District.

Staff members need only sign this *Authorization for Electronic Network Access* once while employed by the School District.

Please check the appropriate box: ☐ Staff member

☐ Parent/Guardian of student

☐ Student *

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my e-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its School Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet.

User Name (*please print*)

User Signature

Date

*** Students are required to have a parent/guardian read and agree to the following:**

I have read this *Authorization for Electronic Network Access*. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this *Authorization* with my child. I hereby request that my child be allowed access to the District's Internet.

Parent/Guardian Name (*please print*)

Parent/Guardian Signature

Date

DATED: March 13, 2008

Human Resources Copy

EMPLOYEE HANDBOOK RECEIPT

I hereby acknowledge receipt of my personal copy of the East St. Louis School District # 189 Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my principal, supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the principal if I have questions or concerns or need further explanation.

Printed Name _____ School Year _____

Signature _____ Date _____

Dept./ School _____



East St. Louis School District 189

Human Resources Department

It is our mission in the Human Resources Department to promote, through personalized customer service, recruitment, selection, and retention of highly qualified employees, who will effectively serve and meet the needs of East St. Louis School District 189's students and the community.

Dr. Valencia Martin-Hawkins
Chief Human Resources Officer

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