

FOOD SERVICE EMPLOYEE HANDBOOK

KANELAND COMMUNITY UNIT SCHOOL DISTRICT #302

Effective July 1, 2025

Introduction

This document is intended to provide a reference for specific procedures for food service employees in District 302. This handbook states expectations for food service employees practices that govern the relationship between the employee and the District and that should guide the actions of both the employee and the District.

Food Service employees that are members of the Support Professionals' Educational Association of Kaneland (SPEAK) should refer to the Support Professionals' Educational Association of Kaneland (SPEAK) Agreement for specific personnel related information. Food Service employees that do not participate in SPEAK should refer to the Kaneland Educational Support Staff Handbook for specific personnel related information.

Much of what follows is common sense. However, some is also a product or requirement of federal and/or state law. Should you have questions or suggestions please submit them to the central office in writing.

The contents of these policies are presented for employees' information. Unless otherwise indicated in a written contract between the employee and the District, a collective bargaining agreement, or the Illinois School Code, all personnel are considered employees at-will.

Nothing in these policies is intended to, or shall, create any contractual obligations of any kind. No policy, benefit, or procedure implies or may be construed to imply an obligation of the District or any employment contract where one does not exist. No promise of employment or employment-related benefit(s) for any specific period of time is offered, established or to be implied from anything in these policies.

No representative of the District has any authority to enter into any agreement for remuneration or any other benefit of employment, except the Superintendent and Board of Education, and even then only if the agreement is in writing and approved by the Board of Education. Any oral or written statements or promises to the contrary are expressly disavowed and should not be relied upon by any existing or prospective employee.

Special Note: It is the Board's policy that students be given nutrition support safely and efficiently. To that end, food service employees should know that the Board of Education supports them in their enforcement of the following policies and procedures to ensure that students are served meals safely and efficiently.

Kaneland School District #302 HACCP Policy and Procedure

Purpose: Hazardous Analysis Critical Control Point (HACCP) is our food safety program developed to ensure the delivery of safe foods to children in the school meals program by controlling hazards that may occur or be introduced into foods anywhere along the flow of the food from receiving to service. These include but are not limited to the following:

- I. General Safety – Sanitation
- II. Product Procurement – Receiving -Storage
- III. Preparation – Cooking - Holding – Serving of foods
- IV. Cooling – Reheating

Scope: This policy and procedure apply to all foodservice employees.

I. General Safety – Sanitation

- A. Handwashing – All employees are to wash hands before starting the day, after using the restroom, any time handling potentially dangerous foods (a food that is naturally or synthetic and that requires temperature control because it is capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms, the growth and toxin production of *Clostridium botulinum* or in raw eggs, the growth of *Salmonella enteritidis*), after removal of gloves, before use of gloves, after break or eating, and routinely throughout the day.
- B. Personal Hygiene – (see *Personal Hygiene Policy*)
- C. Cleaning and Sanitizing Food Contact Surfaces – All food contact surfaces including but not limited to: sinks, tables, equipment, utensils, thermometers, carts and equipment, will be washed, and sanitized:
 - 1. Before any food prep will be done.
 - 2. Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry.
 - 3. Between uses when preparing ready to eat foods and raw animal foods, such as eggs, fish, meat, and poultry.
 - 4. Any time contamination occurs or is suspected.
- D. Wash, rinse and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, and carts using the following procedure:
 - 1. Wash surface with detergent solution.
 - 2. Rinse the surface with clean water.
 - 3. Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label. Test the chemical sanitizer concentration by using **an** appropriate test kit.
 - 4. Let the item air dry.
- E. Mechanical washing and sanitizing will be done in the following manner:
 - 1. The dish machine will be operated according to the manufacture's specifications. If chemical sanitizer is used, check often to make sure the product does not run low.
 - 2. Detergent for the machine will be checked often **so** as not to run out.
 - 3. Water in the machine will be drained and changed as often as needed to keep clean.
 - 4. Temperature of machine will be logged daily.
 - 5. Contact maintenance if machine is not operating properly. Ex: machine is not reaching or maintaining temperature, etc.
- F. Manual washing of dishes in three compartment sink will be as follows:
 - 1. In the first compartment, wash with a clean detergent solution at or above 110° F or at temperature specified by detergent manufacturer.

2. In the second compartment, rinse with clean water, changing often.
- G. In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on manufacturer's label or by immersing in hot water at or above 171° F for 30 seconds.

II. Product Procurement Receiving –Storage – (*see ordering, receiving storage policy*)

III. Preparation – cooking - holding – serving of foods

A. Cooking Potentially Hazardous Foods, cook products to the following temperatures:

1. 145°F for 15 seconds:
 - a. Seafood, beef, pork
 - b. Eggs cooked to order that are placed onto a plate and served immediately.
 - c. Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box.
2. 155°F for 15 seconds:
 - a. Ground products containing beef, pork, or fish.
 - b. Fish Nuggets or sticks.
 - c. Cubed or Salisbury Steaks.
3. 165°F for 15 seconds:
 - a. Poultry
 - b. Stuffed Fish, pork, or beef.
 - c. Pasta Stuffed with eggs, fish, pork, or beef (such as lasagna or manicotti)

- B. Monitoring of temperatures will be done by:
1. Use a clean, sanitized, and calibrated thermometer.
 2. Take at least two internal temperatures from each pan of food at various stages of preparation.
 3. Monitor the amount of time that food is in the temperature danger zone. It should not exceed four hours.
- C. Cooling – Reheating
1. To ensure proper cooling of potentially hazardous foods the following will apply:
 - a. Prepare and cool food in small batches.
 - b. Chill foods rapidly using an appropriate cooling method which may include:
 - c. Place food in shallow container no more than 4 inches deep and partially uncovered on the top shelf in the back of the walk-in or reach-in cooler.
 - d. Use a quick chill unit such as a blast chiller.
 - e. Stir the food in container placed in an ice bath.
 - f. Add ice as an ingredient.
 - g. Separate food into smaller or thinner portions ex: large roasts cut into quarters.
 - h. Pre-chill ingredients and containers used for making bulk items such as salads.
 - i. All food chilled from hot will go from temperature of 135°F or above to 70°F within two hours. From 70°F to 41°F within four hours. All products will be below 41°F within six hours total. Any items not cooled within 6 hours will be discarded. All items will be marked with name, date and time being placed in cooler.
 - j. Chill prepared, ready to eat foods such as tuna salad and cut melons from 70°F to 41°F within 4 hours.
- D. Leftover Handling activity:
1. Leftovers should be kept no longer than 3 days.
 2. Leftovers must be cooled down from 135°F to 70°F within 2 hours and from 70°F to 41°F in less than four hours.
 3. Leftovers should be covered, dated, labeled, and refrigerated at 41°F or frozen.
 4. Leftovers should be cooled in pans with the food no more than 4 inches deep.
 5. The first rule in leftovers is “When in doubt, throw it out.”
 6. Leftovers must be reheated to an internal temperature of 165°F for fifteen seconds within 2 hours. If the food has not reached that temperature within 2 hours, it should be discarded.
 7. Leftovers may be reheated and used only one (1) time.
 8. Never use hot holding equipment to reheat foods. Use only _____ equipment that has been designed for reheating.
 9. Leftovers will be marked with the name of product, date, and time product **when** placed in cooler.
- E. Proper marking of stored products – refrigeration and thawing.
1. Label will include product name, the date, and time it is prepared or opened.
 2. Refrigerate all ready-to-eat, potentially hazardous foods when _____ opened, if they are to be held for more than 25 hours.
 3. Serve or discard refrigerated, ready-to-eat potentially hazardous _____ foods within 7 days.
 4. Indicate with separate label the date prepared, date frozen, and the date thawed of any refrigerated, ready-to-eat potentially hazardous food. For example:
 - a. On Monday 8/1/25, lasagna is cooked, properly cooled, and refrigerated with a label that reads, “Lasagna cooked 8/1/25.
 - b. On Tuesday 8/2/25 the lasagna is frozen with a second label that reads, “Frozen 8/2/25. Two labels now appear on the lasagna. Since the Lasagna was held under refrigeration from Monday 8/1/25 to Tuesday 8/2/25 only 1 day is counted towards the 7-day time period.

- c. On Tuesday 8/16/25 the Lasagna is pulled out of the freezer. A third label is now placed on the lasagna that reads, "Thawed 8/16/25. All three labels now appear on the lasagna. The lasagna must be served or discarded within 6 days.

Monitoring: All foodservice employees are to follow these procedures. Temperature logs will be kept on file. The supervisor will monitor that all employees are adhering to the HACCP policy during all hours of operation.

Corrective Action/Verification: Any foodservice employee found not following this procedure will be retrained at the time of incident. Affected food will be discarded. Counseling of employee will be documented in case of further action needed to be taken for noncompliance.

PP/HACCP/ 12/08, 5/17

Reviewed 5/18, 5/19, 5/20, 5/21, 8/22, 4/23, 4/24, 5/25

Kaneland School District #302
Uniform and Personal Hygiene Policy - Foodservice Department

Purpose: To prevent contamination of food by foodservice employees.

Scope: This procedure applies to all foodservice employees who handles, prepares, or serves food.

Reference: Administrative Code DPH, Subchapter m: Food, Drugs and Cosmetics, Part 750
Food Service Sanitation Code

Instructions:

1. All foodservice employees will be instructed on proper practices of personal hygiene upon employment.
2. All employees will follow employee Personal Hygiene Policy by adhering to the following:
 - A. Report to work in good health, clean, and dressed in clean attire.
 - B. Aprons will be worn and changed as needed when they becomes soiled.
 - C. Wash hands properly, frequently and at the appropriate time: before starting the day, after using the restroom, any time handling potentially dangerous foods (a food that is natural or synthetic and that requires temperature control because it is capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms, the growth and toxin production of *Clostridium botulinum* or in raw eggs, the growth of *Salmonella enteritidis*), after removal of gloves, before use of gloves, after touching face or hair, when handling food that will not be cooked after prepared, and routinely throughout the day. 750.512
 - D. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough. No acrylic, press-on nails are allowed. Food employees may not wear fingernail polish when working with exposed food unless wearing intact gloves in clean and in good repair. 750.510
 - E. No personal items are allowed in or around workstations. All personal items shall be left in employee lockers. If in the event you need to use anything from your locker, **your** hands will be washed before returning to your workstation. This includes items such as keys, cell phones, purses, etc.
 - F. No jewelry watches or medical information bands will be allowed on hands or arms. If in the need of medical alert identification, a necklace or leg bracelet will be allowed. This does not apply to a plain wedding band. FDA Food Code 750.530
 - G. Treat and bandage wounds and sores immediately. When hands are bandaged, single use gloves must be worn and changed often.
 - H. Eat, drink, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated. Food employees may drink from a closed beverage container if container is handled to prevent contamination of hands, container, exposed food equipment, utensils, and all single serve items. 710.530
 - I. Taste food the correct way:
Place a small amount of food into a separate container.
 1. Step away from exposed food and food contact surfaces.
 2. Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish room area or discard. Never reuse a teaspoon for tasting.
 3. Wash hands immediately.
 - J. Wear suitable and effective hair restraints while in the kitchen. Either a hairnet or washable foodservice style hat.
 - K. Follow state and local public health requirements.
 - L. All foodservice employees will be required to wear non-skid (oil resistant, slip resistant) sole shoes while on duty at Kaneland School District. Uniform will be black or white pants, knee length capris, or knee length skirt, clean and in good repair. Uniform top will be white or black. Kaneland School District issued t-shirts are acceptable. Friday or last day of week, uniform maybe work pants or jeans, an appropriate shirt without any unacceptable pictures or wording, clean and in good repair. All employees are responsible for wearing a ~~clean~~ good **clean** foundation under their uniform.

Monitoring: A designated foodservice employee or supervisor will inspect employees when they report to work to be sure that each employee is following this policy. The supervisor will monitor that all employees are adhering to the personal hygiene policy during all hours of operation.

Corrective Action/Verification: Any foodservice employee found not following this procedure will be retrained at the time of incident. Affected food will be discarded. Counseling of employees will be documented in case further action needed to be taken for noncompliance.

PP/personal hygiene 12/08

Revised 3/12, 4/14, 3/17, 4/24

Reviewed 5/18, 5/19, 5/20, 5/21, 8/22, 4/23, 4/24, **5/25**

Kaneland School District #302
Ordering, Receiving and Storage of Supplies- Foodservice Department

PURPOSE: To ensure that all food is received fresh and safe when it enters the foodservice operation and to transfer food to proper storage as quickly as possible.

SCOPE: This procedure applies to foodservice employees who handle, prepare, or serve food.

ORDERING:

1. A standardized ordering list will be used. It will state product name, pack size and price.
2. Department supervisor is ultimately responsible for all ordering; supervisor may delegate ordering duties to trained employees.
3. Schedule deliveries to arrive during operational hours.
4. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.

RECEIVING:

1. Inspect delivery truck when it arrives to ensure it is clean, free of putrid odors, and organized to prevent cross-contamination. Be sure refrigerated/freezer foods are delivered on a refrigerated/freezer truck.
2. Keep the receiving area clean and well lighted.
3. While checking in food items do not touch ready-to-eat foods with bare hands.
4. All items received will be marked with the received date including month, day and year.
5. Routinely check the interior temperature of refrigerated trucks.
6. All received canned goods will be free of visible dents, bulging or contaminates.
7. Check the integrity of food packaging. Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.
8. Check the temperature of refrigerated foods.
 - a. For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41 °F or below. The temperature of milk should be 41 °F or below.
 - b. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41 °F, it may be necessary to take the internal temperature before accepting the product.
9. Check dates of milk, eggs, yogurt, and other perishable goods to ensure safety and quality.
10. Check the cleanliness of crates and other shipping containers before accepting the product. Reject foods that are shipped in dirty crates.
11. If items are not placed in the appropriate location, transfer as quickly as possible. Whenever possible have refrigerated items placed in refrigerator and frozen items placed in freezer.
12. Compare delivery the invoice against products ordered and products delivered.

STORAGE:

1. All unopened non-perishable foods will be stored in store room.
2. All items will be up off the floor.
3. Remove can goods from receiving boxes whenever possible.
4. All cans will be stored on a FIFO (first in-first out) basis. All items will be rotated and dated with date received.
5. Any dented, bulged, or dirty cans or torn bags will be brought to the attention of the supervisor immediately.
6. All refrigerated items will be stored in a refrigerated unit that maintains temperature between 32° and 41°.
7. All freezer items will be stored in a freezer that maintains temperatures below 0°
8. Only frozen or pre-chilled items should be placed in freezer. Warm products will raise the temperature of the cooler.
9. Potentially hazardous food ex: thawing meats will be stored so as not to contaminate other food items.
10. Walk-in refrigerators and freezers are hooked to a central tracking system. System is designed to notify the Maintenance department when there is a deficit in the temperatures. Maintenance will notify Supervisor in food service department if there is a problem which involves further review.

Monitoring: A designated foodservice employee or supervisor will inspect deliveries when received. Any potentially contaminated items will be refused and returned for credit. A daily visual walk through by a supervisor will ensure proper storage of items. The supervisor will monitor that all employees are adhering to this policy during all hours of operation.

Corrective Action/Verification: Any foodservice employee found not following this procedure will be retrained at the time of incident. Affected food will be discarded. Counseling of employee will be documented in case of further action needed to be taken for noncompliance.

PP/ordering receiving storage policy 12/08

Reviewed 5/18, 5/19, 5/20, 5/21, 8/22, 4/23, 4/24, 5/25

Kaneland School District #302

Reheating Potentially Hazardous Foods Policy - Foodservice Department

Purpose: To prevent foodborne illness by ensuring that all foods are reheated to the appropriate internal temperature.

Scope: This procedure applies to foodservice employees who handles, prepares, or serves food.

Instructions:

- A. Follow State or Local Health department requirements regarding reheating temperatures.
- B. Reheat the following products to 165°F for 15 seconds:
 - C. Any food that is cooked, cooled, and reheated for hot holding.
 - D. Leftovers are reheated for hot holding.
 - E. Products made from leftovers, such as soup.
 - F. Precooked, processed foods that have been previously cooled.
- G. Reheat food for hot holding in the following manner if using a microwave oven:
 - 1. Heat processed, ready to eat foods from a package or can to at least 140°F for 15 seconds.
 - 2. Heat leftovers to 165°F for 15 seconds.
 - 3. Rotate (or stir) and cover foods while heating.
 - 4. Allow item to sit for 2 minutes after heating.
- H. Reheat all foods rapidly. The total time the temperature of the food is between 41°F and 165°F may not exceed 2 hours.
- I. Serve reheated foods immediately or transfer to an appropriate hot holding unit.
- J. Train all foodservice employees who prepare or serve food on using a food thermometer and how to reheat foods for this procedure.

Monitoring:

- A. Use a clean, sanitized, calibrated probe thermometer.
- B. Take at least two internal temperatures from each pan of food.

Corrective Action/Verification: Continue reheating/heating if the internal temperature does not reach the required temperature. If product has not reached internal temperature and hold within 2 hours discard product. Reheated items will be recorded as such on production sheets. Supervisor will visually monitor proper reheating procedures.

PP/ ReheatingPotHazardFood 12/08

Reviewed 5/18, 5/19, 5/20, 5/21, 8/22, 4/23, 4/24, 5/25

Sanitation and Safety Training

Effective July 1, 2016 - In Illinois, anyone meeting the definition of a food employee/food handler will need to have food handler training. Food employee/handler means an individual working with unpackaged food, food equipment or utensils, or food-contact surfaces. All food handlers working in a non-restaurant (nursing homes, licensed day care homes and facilities, hospitals, schools, long-term care facilities and retail food stores) will need to have training by July 1, 2016. New employees have 30 days from date of employment to obtain training. Those food handlers working in schools, nursing homes, licensed day care home and facilities, hospitals and long-term care facilities will need to receive training every 3 years. All employees are required to pass the approved testing to remain employed. Information about this testing will be supplied by the district and the cost for training will be paid for the district as it is mandatory education. In addition, mandatory education requirements assigned by Kaneland School District will be expected to be completed by designated date.

General Personnel

5:20 Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

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

Sexual Harassment Prohibited

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

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, but is not limited to, verbal, physical, or other 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 Report or Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors, and consultants) are encouraged to promptly report information regarding violations of this policy.

Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

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

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

An employee may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

The 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. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

Nondiscrimination Coordinator:

Ms. Francine Eggleston,
Dir. Of Special Education
47W326 Keslinger Road
Maple Park, IL 60151
Email: 10137@kaneland.org
630.365.5111 ext.71111

Complaint Managers:

Dr. Sarah Mumm,
Educational Services K-5.

Dr. James Horne,
Educational Services 6-12

47W326 Keslinger Road
Maple Park, IL 60151

47W326 Keslinger Road
Maple Park, IL 60151

Email: 10358@kaneland.org 10221@kaneland.org

630.365.5111 ext 71112

630.365.5111 ext 71130

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 ([20 U.S.C. §1681 et seq.](#)), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in [720 ILCS 5/11-9.1A\(b\)](#), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee may be up to and including discharge.

Retaliation Prohibited

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 complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act ([5 ILCS 430/](#)), the Whistleblower Act ([740 ILCS 174/](#)), and the Ill. Human Rights Act ([775 ILCS 5/](#)).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U.S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks.

LEGAL REF.:

[42 U.S.C. §2000e](#) *et seq.*, Title V of the Civil Rights Act of 1964; [29 C.F.R. §1604.11](#).

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments of 1972; [34](#)

[C.F.R. Part 106. 5 ILCS 430/70-5\(a\)](#), State Officials and Employees Ethics Act.

[775 ILCS 5/2-101](#)(E) and (E-1), [5/2-102](#)(A), (A-10), (D-5), [5/2-102](#)(E-5), [5/2-109](#), [5/5-102](#), and [5/5-](#)

[102.2](#), Ill. Human Rights Act.

[56 Ill. Admin.Code Parts 2500](#), [2510](#), [5210](#), and [5220](#).

[Vance v. Ball State Univ.](#), 570 U.S. 421 (2013).

[Crawford v. Metro. Gov't of Nashville & Davidson Cnty.](#), 555 U.S. 271 (2009).

[Jackson v. Birmingham Bd. of Educ.](#), 544 U.S. 167 (2005).

[Oncale v. Sundowner Offshore Servs.](#), 523 U.S. 75 (1998).

[Burlington Indus. v. Ellerth](#), 524 U.S. 742 (1998).

[Faragher v. City of Boca Raton](#), 524 U.S. 775 (1998).

[Harris v. Forklift Systems](#), 510 U.S. 17 (1993).

[Franklin v. Gwinnett Co. Public Schools](#), 503 U.S. 60 (1992).

[Meritor Savings Bank v. Vinson](#), 477 U.S. 57

(1986). *Porter v. Erie Foods Int, Inc.*, 576 F.3d

629 (7th Cir. 2009). *Williams v. Waste Mgmt.*,

361 F.3d 1021 (7th Cir. 2004). *Berry v. Delta*

Airlines, 260 F.3d 803 (7th Cir. 2001).

Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

Adopted: December 12, 2022

Kaneland Community Unit School District 302
