SOUTH BELOIT COMMUNITY UNIT SCHOOL DISTRICT #320

CERTIFIED PERSONNEL HANDBOOK

South Beloit, Illinois



Updated: May 13, 2021
Updated: September 2016

South Beloit Board of Education

Mission Statement

“EMPOWER ALL TO SUCCEED”

We Believe:

- In high expectations that challenge all students to learn.
- In providing an environment that inspires, motivates and nurtures.
- Every person deserves to be treated with respect.
- In providing interactive learning experiences that challenge each student.
- In open communication within the school and community.
- In a safe and healthy learning environment.
- In making the best use of our financial resources.
- Education is a continuous process needing community commitment.

Developed by Mission Statement Committee on February 12, 2007
Updated and adopted by Board of Education on January 14, 2008
Reviewed by Board of Education on January 24, 2009

BOARD GOALS

SOUTH BELOIT COMMUNITY UNIT SCHOOL DISTRICT #320

850 Hayes Avenue
South Beloit, Illinois 61080

Scott Fisher, Superintendent of Schools

South Beloit High School
245 Prairie Hill Road
South Beloit, IL 61080
Jeremy Schaaf, Principal
Jason Ware, Assistant Principal

South Beloit Junior High
840 Blackhawk Blvd
South Beloit, IL 61080
Michael McCoy, Principal
Ellysa Hermanson, Assistant Principal

Blackhawk Elementary School
840 Blackhawk Blvd
South Beloit, IL 61080
Michael McCoy, Principal
Ellysa Hermanson, Assistant Principal

Riverview Elementary School
306 Miller Street
South Beloit, IL 61080
Timothy Doherty, Principal

Clark Elementary School
464 Oak Grove
South Beloit, IL 61080
Matthew Roer, Principal

CERTIFICATED PERSONNEL HANDBOOK

TABLE OF CONTENTS

INTRODUCTION **3**

EQUAL EMPLOYMENT OPPORTUNITY **3**

POLICY AGAINST HARASSMENT **4**
Workplace Accommodation 6

GENERAL PERFORMANCE EXPECTATIONS **6**
General Qualifications 6
Discipline 7
Suspension Without Pay 8

EMPLOYMENT SCHEDULES **9**
Work Load: 9
Work Day: 9

COMPENSATION **9**
Pay Periods 9
Direct Deposit 10
Performance Evaluations 10
Volunteer Services 10
In-service 10

EMPLOYEE BENEFITS **10**
Health Insurance 10
Dental Insurance 11
Life Insurance 11
Optical Insurance 11
Sick Leave 12
Personal Leave 13
Leaves for Service in the Military 13
School Visitation Leave 13
Leaves for Victims of Domestic or Sexual Violence 13
Jury Duty 14
The Family and Medical Leave Act 14
Leaves to Serve as an Officer or Trustee of a Specific Organization 14
Leave of Absence Without Pay 14
Insurance Coverage During Unpaid Leave 14
Holidays 14

TERMINATION OF EMPLOYMENT **15**

Continuation of Insurance Benefits after Termination of Employment 15

RETIREMENT PROVISIONS 15
Retirement Contribution 15

Retirement Options 16

EMPLOYEE RECORDS 17
Personnel File 17
Emergency Cards - Personnel 17

MISCELLANEOUS PROVISIONS 17
Worker's Compensation Program 17
Free Admission to District Events 17
Participation in Community Affairs 18
Professional Organizations 18
Professional Research and Publishing 18
Consulting 18
Grant Writing 18
Reimbursement for Mileage - District-Related Travel 19
Personal Use of School Property 19
Use of Electronic Networks 19
Use of Email 19
Internet Use 20
Unacceptable Use 20
Employee Guidelines on the Use of Social Media 21
Copyright Compliance 21
Conflict of Interest 22
Appropriate Professional Attire 22
Drug And Alcohol Free Workplace 22

TOBACCO FREE SCHOOL POLICY 23

ASBESTOS 23

RIGHT TO KNOW/TOXIC SUBSTANCE DISCLOSURE 24

ACKNOWLEDGMENT OF UNDERSTANDING 25

RANDOM DRUG TESTING PROGRAM 26

INTRODUCTION

This Handbook is intended to indicate the current employment practices, working conditions, and benefits afforded to the Certificated Personnel in South Beloit Community Unit School District #320. The policies, procedures and benefits described in this Handbook are in addition to the terms of the collective bargaining agreement and the Board Policy Manual. In the event of a conflict between the policies in this Handbook and the collective bargaining agreement or Board Policies, the collective bargaining agreement or Board Policy shall govern as to the specific conflict. **Nothing in this Handbook is intended to or shall create any contractual obligations of any kind.** The Board of Education reserves the right to change at any time any of the terms and conditions of employment and benefits referred to in this Handbook to the extent not in conflict with the collective bargaining agreement.

If you have any questions concerning this Handbook, or any aspect of your employment with the School District, please contact the Superintendent.

EQUAL EMPLOYMENT OPPORTUNITY

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic violence, sexual violence, or gender violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy; childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; and other legally protected categories.

If you have a question or concern about conduct you have experienced or observed in conflict with this policy, you are encouraged to bring the issue to the attention of your school principal or Superintendent. The District does not discriminate or retaliate against individuals who raise concerns or make reports of perceived discrimination, and anyone who is found to have engaged in conduct inconsistent with this policy will be subject to discipline, up to and including termination of employment.

POLICY AGAINST HARASSMENT

The School District shall provide employees an employment environment free of discrimination and harassment. In keeping with this commitment the School District will not tolerate any form of harassment that violates this policy. This policy forbids any employee, supervisor, elected official, vendor, client, customer or other person to harass any employee, contractor, consultant or other non-employee performing services for the School District pursuant to a contract. Harassment includes discriminatory employment action and any unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's actual or perceived protected status, including race, age, sex, color, religious affiliation, sexual orientation, national origin, disability, ancestry, marital status, unfavorable discharge from the military (except dishonorable), or other protected status under applicable law. The School District will not tolerate harassing conduct that results in tangible employment action (a significant change in employment status), that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive work environment.

Forbidden conduct includes, but is not limited to: epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status; written or graphic material circulated, using the District's computer system, or posted or distributed within the workplace that shows hostility toward a person or persons because of their protected status.

Even where the conduct is not sufficiently severe or pervasive to constitute actionable harassment the District discourages any such conduct in the workplace.

Sexual harassment is also considered to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications based on gender regardless of whether the offensive conduct is sexual in 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.

Any unwelcome conduct based on gender is forbidden by this policy regardless of whether the individual engaged in harassment and the individual being harassed are of the same or different genders.

This policy forbids harassment based on gender regardless of whether it rises to the level of a legal violation. The School District considers the following conduct to represent some of the types of acts that violate the Harassment Policy:

- Physical assaults of a sexual nature including but not limited to rape, sexual battery, molestation; intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, etc.;

- Unwanted sexual advances, propositions or other sexual comments including, but not limited to sexually oriented gestures, noises, remarks, jokes, or comments or verbal abuse of a sexual nature. Also included are preferential treatment and promises of a preferential treatment to an employee for submitting to sexual conduct;

- Sexual or discriminatory displays or publications anywhere in the workplace by a District employee including but not limited to pictures, posters, calendars, graffiti, objects, reading materials, or other materials that are sexually suggestive, demeaning, or pornographic.

Everyone can help assure that the workplace is free from prohibited discrimination or harassment. Every employee is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited harassment; no employees, not even the highest ranking people in the School District are exempt from the requirements of this policy.

Employees are expected to come forward promptly and report any problems pursuant to this policy before the behavior becomes severe or pervasive. Complaints need not be limited to someone who is the target of the offending conduct. Anyone who observes a possible violation of this policy is also encouraged to report such conduct. If an employee experiences or witnesses any conduct he or she believes is inconsistent with this policy, the School District expects the employee to promptly notify a Building Principal or the Superintendent in writing or orally. This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination. Any supervisor who receives a complaint or observes conduct that may be inconsistent with this policy is expected to promptly report such conduct to the Superintendent.

All reports describing conduct that is inconsistent with this policy will be investigated promptly. The School District may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation takes place. The School District will take further appropriate action once the report has been thoroughly investigated. That action may be a conclusion that a violation occurred, as explained immediately below. The School District might also conclude, depending on the circumstances, either that no violation of policy occurred or that the School District cannot conclude whether or not a violation occurred.

If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the District will take corrective action, including discipline up to and including dismissal, as is appropriate under the circumstances, regardless of the job positions of the parties involved. The District may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy. If the person who engaged in harassment is not employed by the School District, then the District will take whatever corrective action is reasonable and appropriate under the circumstances.

The policy provides for immediate notice of problems to the School District personnel listed above, so that the District may address and resolve any problems without waiting for any legal proceedings to run their course. However, employees may also file a charge of discrimination in writing with the IDHR or with the EEOC within 300 days of the occurrence at:

Illinois Department of Human Rights 100 W. Randolph St., Suite 10-100 Chicago, IL 60601 (312) 814-6200	Equal Employment Opportunity Commission 500 West Madison Street, Ste. 2800 Chicago, Illinois 60661-2511 (312) 353-2713

No one making a complaint in good faith will be retaliated against even if the complaint is not substantiated. The School District forbids that any employee treat any other employee or former employee or applicant adversely for reporting harassment, assisting or cooperating in an investigation or a complaint by someone else, whether internally or with an external agency; filing a charge of discrimination or harassment; or otherwise providing information in a proceeding, including in a court, administrative or legislative hearing, related to violations of discrimination or harassment laws. Examples of the types of retaliation that are prohibited include intimidation; discrimination; verbal or physical abuse; adverse actions with respect to pay, work assignments, and other terms of employment; termination of employment; or threats of any such actions. Retaliation is a serious violation of this policy that may result in discipline up to and including dismissal. All employees who experience or witness any conduct they believe to be retaliatory should immediately follow the complaint procedures stated above. All employees who experience or witness any conduct they believe to be retaliatory should immediately follow the reporting procedures stated above.

Workplace Accommodation

The District will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments required by the job.

Reasonable accommodation generally involves modification or adjustment of a job, employment practice, or the work environment which makes it possible for an individual with a disability to perform the essential functions of their job and/or to otherwise enjoy equal employment opportunities. Whenever an employee or applicant believes that he or she may need a workplace accommodation, the employee should contact the Superintendent. The employee requesting an accommodation will be given the opportunity to engage in an interactive dialogue with the District over the requested accommodation. As part of the interactive process, the District may request the employee to provide certain information from his or her health care provider related to his or her ability to perform the essential job functions, with or without reasonable accommodation.

GENERAL PERFORMANCE EXPECTATIONS

General Qualifications

Maturity - The employee must have reasonable self-control and judgment.

Role Models - All adults who come into contact with students are expected to serve as role models. Personnel are expected to exhibit positive examples of preparedness, punctuality, attendance, self-

control, language and appearance. Personnel must exemplify honesty and integrity. Personnel must maintain a professional relationship with all students, parents/guardians and other community members.

Community Relations – Personnel are specifically expected to maintain a safe and healthy environment, free from intimidation, bullying, substance abuse, violence, and discrimination or bias.

Specific Qualifications - Specific qualifications are defined in the job description for the position for which the employee is hired. Upon accepting the job as described, the employee agrees to perform all job duties to the best of his/her ability for the good of the school system.

Ethics and Gift Ban - Employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. Employees are restricted from performing prohibited political activity during any compensated time pursuant to Board policy. Employees are further restricted by Board policy from accepting a gift from a prohibited source**.** Teachers with questions regarding whether a gift is acceptable should discuss with the building principal and/or superintendent.

Discipline

Consistent with State law, the School District may discipline or dismiss a teacher on the basis of performance, when a teacher is not qualified to teach, and when the interests of the schools require it, including for failure to comply with the standards set forth in this or any other District policy. The School District can also discipline or dismiss a teacher for incompetency, cruelty, negligence, immorality or other sufficient cause, including but not limited to:

- insubordinate, deficient, or neglectful performance of duties
- Lack of continuing professional growth or development
- Conduct that disrupts or may disrupt the educational program or process
- Failure to adhere to professional expectations for attendance, including failure to report to duty in a timely manner, or being absent without authorization or approval
- Neglect of duty or other failure to follow or implement the philosophy, curriculum, objectives, policies, and/or rules of the School District or its administration
- Conviction of a felony or misdemeanor involving moral turpitude or conviction of any criminal act as enumerated at Section 10-21.9 (c) of the Illinois School Code (105 ILSC 5/10-21.9 (c))
- Fighting

- Dishonesty, including but not limited to: deception, fraud, lying, cheating or theft
- Falsifying records in any way
- Misuse of school funds
- Failing to report suspected cases of child abuse or neglect or engaging in child abuse or cruelty
- Engaging in indecent behavior
- Using alcohol or illegal or unauthorized substances when on school property, at school-sponsored events, or while performing job duties
- Sleeping while on duty
- Disclosing confidential records or information
- Failing to comply with licensure and certification requirements
- Failure to participate or otherwise cooperate with an investigation
- Failing to report injuries, damage to or an accident involving District equipment
- Violating any safety rule
- Tolerating student bullying or harassment
- Disregarding the District's dress code
- Damaging or using District-owned equipment without authorization
- Using the District's computer systems, including accessing confidential computer files and data, without authorization
- Conduct involving a violation of State or Federal law or School Board policies or procedures
- Other misconduct or violations of the School District's policies or procedures

Suspension Without Pay

Pursuant to Board Policy, the School Board may suspend a teacher without pay: (1) pending a dismissal hearing, or (2) as a disciplinary measure for up to 30 employment days for misconduct that is detrimental to the School District.

EMPLOYMENT SCHEDULES

Work load:

Teachers shall work according to the school calendar adopted by the Board, which shall have a minimum of 176 student attendance days and a minimum of 180 teacher work days, including teacher institute days. In accordance with State law, the District may schedule instruction or teachers' institutes, parent-teacher conferences, or staff development on the third Monday in January (the Birthday of Dr. Martin Luther King, Jr.); February 12 (the Birthday of President Abraham Lincoln); the first Monday in March (known as Casmir Pulaski's birthday); the second Monday in October (Columbus Day); and November 11 (Veterans' Day).

Work Day:

Teachers are required to work the school day adopted by the Board and to be in attendance and performing assigned duties for 7 hours and 40 minutes each day. Teachers employed for at least 4 hours per day shall receive a duty-free lunch equivalent to the student lunch period, or 30 minutes, whichever is longer. Teachers may volunteer to perform lunch monitoring, tutoring or other allowed assignments in lieu of this duty-free lunch period for additional compensation as may be authorized by the School Board.

Teachers may be assigned additional duties, such as teaching, study hall, extra class duty, and extracurricular assignments, which may result in additional time worked. In order of priority, assignments shall be made based on the District's needs and best interests, employee qualifications, and employee desires.

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

COMPENSATION

Pay Periods

Employees are paid semi-monthly on the fifteenth and last workday of each month. Each paycheck has the following minimally deducted: federal withholding tax, state withholding tax, T.R.S. (Teachers' Retirement System), Medicare, and FICA (Social Security). Other optional deductions may include Union dues, credit union deductions, United Way contributions and family insurance premiums (if the employee is eligible). Teachers may elect to be paid on a 10- or 12-month basis.

Direct Deposit

Direct Deposit is available to all employees. They can obtain a form from the District Office.

Performance Evaluations

Evaluation of all teachers will be conducted in accordance with the collective bargaining agreement and State law. Please see teacher evaluation plan for more direction.

Volunteer Services

Volunteer services of an employee will be without compensation in all areas not enumerated in his/her job responsibilities. Any volunteer service performed by a teacher for the District must be reviewed by the Superintendent in advance of the service for compliance with District policy and legal obligations**.**

In-service

Employees may be required to attend training sessions, workshops and/or board meetings. When approved in advance, expenses related to training are the responsibility of the District. The District generally will not approve payment for overnight lodging expenses.

EMPLOYEE BENEFITS

Health Insurance

Group health insurance is offered in accordance with the terms of the collective bargaining agreement to each full time employee hired to regularly work thirty-seven and one-half (37.5) or more hours per week, unless eligible for such coverage under an alternative legal standard. A summary plan description (SPD) which explains coverage of health insurance benefits in greater detail is available from the Superintendent. The actual plan documents are the final authority in all matters relating to benefits described in this handbook or in the SPD and will govern in the event of a conflict. Full time employee benefits will take effect the first day of employment and receipt of the completed insurance application form.

Dependent health insurance is available at the employee's sole expense. If an employee wishes to cover dependents, payroll deduction will be made for the employee’s portion of the dependent coverage premium.

Any employee who does not enroll their spouse or dependent(s) at the time of enrollment may do so within thirty-one (31) days of a qualifying event (marriage, birth or legal guardianship). Upon initial qualification for coverage, a spouse or dependent(s) may be eligible for coverage without proving evidence of good health, provided they are enrolled within thirty-one (31) days of the date

of the event. Open enrollment is May 1st to May 31st each calendar year. Open enrollment is May 1st to May 31st each calendar year.

Dental Insurance

Dental insurance is offered to each employee hired to work thirty-seven and one-half (37½) or more hours per week. The Board of Education presently pays 100 % of the cost of each eligible employee's insurance (for single coverage only). A summary plan description (SPD) which explains coverage of dental insurance benefits in greater detail is available from the Superintendent. The actual plan documents are the final authority in all matters relating to benefits described in this handbook or in the SPD and will govern in the event of a conflict.

Benefits will take effect the first day of employment and receipt of the completed insurance application form.

Dependent dental insurance is available at the employee's expense. If an employee wishes to cover dependents, payroll deduction will be made for the employee's portion of the dependent coverage premium.

Any employee who does not enroll their spouse or dependent(s) at the time of enrollment may do so within thirty-one (31) days of a qualifying event (marriage, birth or legal guardianship). Upon initial qualification for coverage, a spouse or dependent(s) may be eligible for coverage without proving evidence of good health, provided they are enrolled within thirty-one (31) days of the date of the event.

Life Insurance

The District may provide group term life insurance coverage to each employee hired to work thirty-seven and one-half (37½) or more hours per week in the amount of $10,000.00, which takes effect the first day of employment.

Upon termination of employment, individuals have the right to continue coverage within thirty-one (31) days of resignation, at their own expense, and according to the guidelines of the insurance policy. A request for conversion information may be obtained through the District Bookkeeping Department.

The Teachers' Retirement System also offers term life insurance for an employee and his/her dependents. This coverage may be continued into retirement by authorizing the retirement system to deduct your contribution from your retirement check. Contact the District Bookkeeping Department for more information.

Optical Insurance

Optical insurance is offered to each employee hired to work thirty-seven and one-half (37½) or more hours per week. The Board of Education presently pays 100 % of the cost of each eligible employee's insurance (for single coverage). A summary plan description (SPD) which explains coverage of optical insurance benefits in greater detail is available from the Superintendent. The

actual plan documents are the final authority in all matters relating to benefits described in this handbook or in the SPD and will govern in the event of a conflict.

Dependent optical insurance is available at the employee's expense. If an employee wishes to cover dependents, payroll deduction will be made for the employee's portion of the dependent coverage premium.

Any employee who does not enroll their spouse or dependent(s) at the time of hire may do so within thirty-one (31) days of a qualifying event (marriage, birth or legal guardianship). Upon initial qualification for coverage, a spouse or dependent(s) may be eligible for coverage without proving evidence of good health, provided they are enrolled within thirty-one (31) days of the date of the event.

Sick Leave

Full-time teachers will receive 10 paid sick days per year, as provided in the collective bargaining agreement. Sick days may be used with the approval of the Building Principal or Superintendent for the employee's personal illness or quarantine at home, or serious illness or death in the immediate family, meaning parents, spouse, children, or other family members living in the employee's household. Upon returning to work after being sick, an employee is required to complete an absence-from-work report, which is available at each facility. Abusing the sick leave privilege could lead to termination of employment.

After a three (3) day absence for personal illness, or as otherwise required by the District, the employee is required to furnish a physician's statement. Failure to provide required medical documentation may result in denial of paid sick leave for the period of absence and/or dismissal.

The Superintendent and/or designee will monitor the use of sick leave. An individual sick leave record for all employees will be kept in the District Bookkeeping Department. Employees who regularly use sick leave without a doctor's note will be subject to a warning and then dismissal. The District may request verification by a physician of sick leave use at any time. The District may also require an employee to submit to a medical exam to verify use of sick leave, fitness for duty, or for other appropriate reasons**.**

Employees must use sick days until expended for a regular illness. If an illness extends beyond the amount of sick days allotted, upon certification by a physician, the employee may be granted a leave of absence without pay by the Board of Education, as appropriate based on consideration of the employee's medical needs, the impact on District operations, and other similar factors.

At the time of termination, unused sick leave cannot be converted to cash. Unused sick leave may be used as service credit for TRS.

Employees with Communicable Diseases - The Board of Education seeks to operate educational programs in an environment wherein students and employees are protected from serious health risk as posed by communicable diseases. Any employee whose health or medical condition poses a direct threat to the health and safety of students or other employees shall be subject to the Board

of Education Policy regarding employees with Chronic Communicable Diseases. (For additional information, please refer to Board Policy).

Leave for Birth, Adoption, Placement for Adoption and Acceptance of a Child in Need of Foster Care. An eligible employee may use up to 30 sick days because of the birth of a child in the 12-month period following the birth of the child, independent of the need to recover from childbirth. Subject to submission of required documentation, once the formal adoption process or formal foster care process is underway, an employee may use up to 30 days of sick leave prior to taking custody of the child or accepting the child in need of foster care, in addition to using such sick leave upon taking custody of the child or accepting the child in need of foster care.

Personal Leave

Employee shall receive personal leave pursuant to the terms of the collective bargaining agreement. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavailable situations, a personal leave request should be submitted to the Superintendent three (3) days before the requested date.

2. No personal leave days may be used during the last two weeks of school or immediately before or immediately after a scheduled school holiday.

3. Personal leave may not be used in increments of less than one-half day.

4. Personal leave may be subject to any necessary replacement's availability.

5. Personal leave may not be used when the employee's absence would create undue hardship.

Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law.

School Visitation Leave

Teachers may use their Personal Day B, with Superintendent approval, or be eligible for unpaid leave in accordance with State law and Board policy to attend school conferences, behavioral meetings, or academic meetings related to the employee's child if the conference or meeting cannot be scheduled during nonwork hours.

Leaves for Victims of Domestic, Sexual or Gemder Violence

The District will provide eligible teachers with leave necessary to address domestic, sexual or gender violence where the teacher or a member of the teacher's family or household, is a victim of domestic, sexual or gender violence.

Jury Duty

Any employee who serves on a court jury or appears in response to a subpoena as a witness in a court trial, in which the employee is not a party, when he/she otherwise would have been scheduled to work, shall be paid for the regular straight-time hours he/she would have worked but for such service. The employee will remit to the District any fees, which he receives for such service.

The Family and Medical Leave Act

Employees who have been employed for at least 12 consecutive months and who have worked at least 1,000 hours during the preceding 12 months shall be granted all rights and benefits under the Family and Medical Leave Act (FMLA). The Family and Medical Leave Act allows eligible employees to take up to 12 weeks of unpaid leave for certain family and medical reasons, for a qualifying military exigency or to care for an injured service member. For additional information, please refer to the Board Policy.

Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the Board will grant or decline: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with 105 ILCS 5/24-6.3, and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2. The Superintendent and Board may grant or decline any of these requests.

Leave of Absence Without Pay

The Board may grant a leave of absence in its discretion without pay to tenured teachers who have rendered satisfactory service and desire to return to employment in a similar capacity at a time determined by the Board. Each leave of absence shall be of the shortest possible duration required to meet the leave's purpose consistent with a reasonable continuity of instruction for students.

Insurance Coverage During Unpaid Leave

An employee taking an approved leave of absence under the Family and Medical Leave Act may be eligible to continue group health insurance coverage during leave as set forth by law and Board policy. An employee on a discretionary unpaid leave of absence approved by the Board may elect to continue group health insurance at the employees' own expense in accordance with federal and state law.

Holidays

Unless the District is authorized to schedule instruction, an in-service day, parent-teacher conferences, or staff development on a holiday, teachers will not be required to work on:

*New Year's Day** *Labor Day**

*Martin Luther King Jr.'s Birthday**
*Abraham Lincoln's Birthday**
*Casimir Pulaski's Birthday**
Good Friday
*Memorial Day**
Juneteenth National Freedom Day
*Independence Day**
*Columbus Day**
2022 General Election Day
*Veteran's Day**
*Thanksgiving Day**
*Christmas Day**

Employees shall have the opportunity to observe a religious holiday. An employee may request time off and his/her supervisor shall make every effort to grant the request if the employee gives notice of his/her intention to be absent at least five days prior to the date of the absence.

TERMINATION OF EMPLOYMENT

Tenured teachers may resign at any time with consent of the School Board.

The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

Arrangements must be made with the District Bookkeeper to conduct exit procedures including the following miscellaneous items: leaving a forwarding address and providing an update on insurance plans and options.

Prior to the last working day, the supervisor will meet with the employee. All items belonging to the District, such as keys, identification card, records, technology devices, manuals, etc., are to be returned at this time.

Continuation of Insurance Benefits after Termination of Employment

A person, leaving the employment of the District for any reason, or his/her dependents may continue to participate in the employee's health and dental group plans for 18 months (or more under certain conditions) in accordance with the rules of the Consolidated Omnibus Budget Reconciliation Act (COBRA), provided that the employee or his/her dependent pays to the District the monthly premium charge. To be eligible for continuation of dependent coverage, dependents must have been included in the health plan before termination of employment.

RETIREMENT PROVISIONS

Retirement Contribution

All full-time teachers must participate in the Teachers' Retirement System. Employees and the District pay their portion of the cost. Each pay period, deductions are made in accordance with current legal rates.

Retirement Options

Full-time teachers who are considering retirement should approach the topic directly with the School Board, by providing notice to the Superintendent. A release letter from the Union permitting the teacher to discuss the matter directly with the Board will be required prior to any discussion with the Board.

EMPLOYEE RECORDS

Personnel File

The District shall maintain a complete personnel record of every current employee and former employee as well as a separate medical file. The employee's personnel and confidential records shall be maintained in the District Bookkeeping Department under the direct supervision of the Superintendent.

It is the responsibility of the employee to notify the District Office as to changes in address, telephone numbers, numbers of dependents and insurance beneficiaries.

Employees may review their personnel record at the District's administrative office under the supervision of an administrative staff member pursuant to the Illinois Personnel Records Review Act.

Emergency Cards - Personnel

Upon employment, and thereafter annually, all employees will complete and update an emergency information card, which will be filed as "Confidential" in the District Office.

The employee is responsible for making any information changes known and included on the emergency card as soon as possible, especially with regard to changes in medication, discovery of allergies, contraction of an infectious disease, etc. The District cannot be held responsible for an employee's failure to provide personal data that may affect decisions in providing emergency care in the event the employee is injured and unable to communicate these changes at the time of need.

MISCELLANEOUS PROVISIONS

Worker's Compensation Program

The Board of Education provides Worker's Compensation Coverage in the event of accident or injury related to and occurring while on the job. All accidents that occur while on the job must be reported to the Building Principal and the District Bookkeeping Department immediately. The employee is responsible for completing the required documentation for claims under Worker's Compensation coverage, if applicable.

Free Admission to District Events

Full-time and part-time employees and a guest receive free admission to all school sponsored athletic functions (except IHSA events and high school musical and drama productions). A District pass/ID must be presented for free admission.

Participation in Community Affairs

The District encourages the participation of employees in community activities, which lead to the improvement of the community. Employees should make an effort to become part of the life of the community in which they work. Employees must realize that they are viewed by the community as representatives of the District and should act accordingly. Employees should not claim to represent the District in community affairs unless they have been designated by the Board of Education.

Professional Organizations

Any employee has the freedom to join or not join any professional organization. The cost of membership is the responsibility of the individual unless approved by the Superintendent or his/her designee. In most cases, memberships paid by the District will be in the name of the District.

Professional Research and Publishing

The District has proprietary rights to publications, instructional materials, computer software, or other devices prepared by employees during the paid workday. The District does not wish to discourage the production and development of original materials or writings; however, if such writing purports to represent District policy, then a clearance must be given by the Superintendent or his/her designee.

Consulting

The District is proud of the professional qualities and reputation of its employees. Employees desiring to serve during normal working days as consultants, speakers, and resource persons for other school districts or agencies may do so with the prior permission of the Superintendent or his/her designee. Fees acquired for such consulting services may only be accepted for preparation and presentation work done outside of the normal working day. The employee or the receiving school district or agency must be responsible for transportation, meals, lodging, and any other costs which might occur.

Any professional consulting which employees undertake must not interfere with their normal position. While acting as consultants, employees must not speak for the District unless authorized to do so by the Superintendent or his/her designee.

Grant Writing

Employees of the District, who write a grant for monies or equipment for the District will be reimbursed at a rate of two (2%) of the grant received. The employee will be expected to revise or update the grant when necessary. The potential grant must be pre-approved by District Administration.

Reimbursement for Mileage - District-Related Travel

The District encourages the participation of employees in job-related activities whose purposes support the improvement of the educational program and personal growth. The immediate supervisor and the Superintendent must approve such activities in advance. Mileage will be reimbursed at the Internal Revenue Service allowable amount less $.05 when receipts are submitted.

Personal Use of School Property

Use of School property for personal reasons is discouraged. No District employee may use or remove School property for personal and/or home use without first having received permission from the Superintendent or his/her designee. District employees may not perform duties related to an outside job using any District facilities, equipment, or materials. Personal use of District technology resources is limited by the terms of the Access to Electronic Networks policy.

Use of Electronic Networks

The District maintains work rules intended to preserve the efficient operation of its electronic networks for legitimate business use and education or research purposes consistent with the District's educational objectives. The District's policies governing electronic networks extend to the use of all forms of electronic and digital media and devices in the workplace, and are intended to encompass new forms of electronic devices as they may be introduced into the workplace. The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. Users should have no expectation of privacy in the use of District electronic networks. Consistent with the goals of this policy and furtherance of the District's educational objectives, the District does monitor use of the electronic networks by students and staff.

Use of Email

The District's email 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 email account is strictly prohibited.

b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email 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 is a registered 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 email 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 email system constitutes consent to these regulations.

Internet Use

Internet access is limited to only those *acceptable uses* as detailed in District policies. 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.

Unacceptable Use

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 devirused;

c. Downloading of 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.

Employee Guidelines on the Use of Social Media

Employees are expected to use appropriate judgment in the use of their personal social media and should recognize that statements made or information shared over personal social media can have a detrimental impact on an employee's qualifications for employment. Even personal use that is in violation of District policies or otherwise constitutes cause for dismissal may subject an employee to appropriate disciplinary action.

Given teachers' visibility in the community and status as role models, teachers should give due consideration to the impact their public social media use has on their ability to meet expectations and implement their teaching duties. Additionally, teachers must be sensitive to issues that arise with access by students and teachers to each others' personal social media. Accordingly, the District requires teachers to communicate with student using a District-provided or supported method whenever possible. Teachers may not use personal technology and social media to share, publish, or transmit information and in particular confidential information about or images of students without proper approval.

Teachers may not use District electronic networks for personal purposes, including to access personal social media. Teachers may not engage in personal use of technology or social media during periods of classroom instruction or at other times when students are present during school hours or for school activities. Employees may use personal technology devices for personal communications or social media use during duty-free periods, provided that any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.

Copyright Compliance

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the District's copyright compliance procedures and to obey the copyright laws. The District is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Superintendent or designee whenever the staff member is uncertain about whether using or copying material complies with the District's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization.

Conflict of Interest

Employees must not accept cash or gratuities from any corporation, business, or professional group having a business relationship with the District without first securing the permission of the Board of Education. In the event such permission is granted, such money or gratuity will become the property of the District. Employees may not acquire profit or personal gain acting as an agent of the District; nor will any employee act as an agent of a business firm, professional group, or corporation for any transaction with the District.

Employees will not engage in employment which affects their performance as an employee of the District; nor will employees engage in outside employment which adversely affects employment status or professional standing; or which might embarrass the District or interrupt the orderly process of the schools. Employees will not engage in private business during regular hours or in School facilities; nor will they use District-owned telephones, mail system or District resources for such business.

Appropriate Professional Attire

Teachers are required to wear appropriate professional attire in the workplace as determined by the designated committee.

Drug And Alcohol Free Workplace

It is the policy of the South Beloit Community Unit School District #320 that all workplaces shall be free from drugs and alcohol. All employees shall be prohibited from the unlawful manufacture, distribution, dispensation, possession, or use of drugs and alcohol on property of the School District or as part of any of its activities.

For the purposes of this policy, drugs are defined as any drug that is not legally obtainable, and/or any drug which is legally obtainable, such as a prescription drug, but which is not legally obtained, is not being used for prescription purposes, and/or is not being taken according to prescribed dosages.

As a condition of employment, each employee shall agree in writing to abide by the terms of the District policy respecting a drug and alcohol-free workplace; and agree to notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring on the District premises or while performing work for the District no later than five days after such a conviction.

Drug Testing – It is the policy of the Board that the public has an absolute right to expect that employees will be free from the effects of drugs and alcohol. The Board may require employees to submit to drug or alcohol testing at a time and place designated by the Board when, in the opinion of the Superintendent or his designee, there is sufficient cause for such testing, i.e., reasonable individualized suspicion, and/or at any time an employee is involved in any work related incident which has resulted in personal injury or property damage, and/or on a random basis under the random testing program described in Exhibit A.

The Board shall use only licensed clinical laboratories for drug screening. The Board shall be responsible for the costs of the drug screening procedure. The laboratory selected by the Board shall be responsible for maintaining an adequate chain of custody pertaining to the sample. If an employee tests positive in any drug screening, the test results shall be submitted to the Superintendent and the Board for appropriate actions. The laboratory shall retain a portion of the tested sample for at least 2 weeks so the staff member may arrange for a confirmatory test to be conducted by a licensed clinical laboratory of the staff member's choosing and at the staff member's expense.

Penalties for Violation - Compliance with this policy is a condition of continued employment. Consequently, a violation of any aspect of this policy will render employees subject to disciplinary action up to and including suspension without pay or termination and referral for prosecution. Alternatively, if deemed appropriate by the Board of Education under the particular circumstances, an employee who violates this policy may be required to participate in and complete a drug and alcohol abuse assistance or rehabilitation program to the satisfaction of the Board of Education.

TOBACCO FREE SCHOOL POLICY

Because of the District's grave concern for the safety of the District, and in order to protect the students, staff, employees, visitors, and guests of the District from an environment that may be harmful to them, and because of its possible harm to personal well-being, the Board of Education hereby prohibits the use of all tobacco products by students, general public, visitors, and employees of the District. The ban will be in effect 24 hours a day, seven days a week, and will apply to anyone present on District grounds, in District buildings, or in District vehicles or performing work for the District at a school event, regardless of location.

For the purposes of this policy, "the use of tobacco products" will mean all uses of tobacco for smoking or chewing and including cigars, shredded tobacco, cigarettes, pipes, smokeless tobacco, and snuff. These prohibitions also extend to e-cigarette usage.

The use of any tobacco products on District grounds, in District buildings, or in District vehicles is grounds for discipline, up to and including discharge.

ASBESTOS

The South Beloit Community Unit School District #320 had initial building inspections for asbestos in 1988, performed by C. W. Bradley, architects. Since that time, the management of the asbestos is continually monitored and in many cases has been removed or encapsulated. Ideal Environmental Engineering, Inc., from Bloomington, IL currently monitors this management plan. These management plans are available for public review at any time by contacting the District office and making an appointment to review them.

RIGHT TO KNOW/TOXIC SUBSTANCE DISCLOSURE

The Superintendent will inform you of any toxic substance with which you may work. He/she will also provide instruction in the proper use and care to be taken when working with a specific toxic substance. The materials data sheet is on file in the Central Office for every toxic substance found in the School buildings.

South Beloit Community Unit School District #320 is in compliance with the federal rules and regulations promulgated under the Asbestos Hazard Emergency Response Act (AHERA). Management plans are available for public inspection at each facility.

SOUTH BELOIT COMMUNITY UNIT SCHOOL DISTRICT #320

CERTIFICATED PERSONNEL HANDBOOK

ACKNOWLEDGMENT OF UNDERSTANDING

I understand and acknowledge that my employment with the District is subject to the policies set forth in this Agreement, as well as Board Policies, as either may be subject to change from time to time by the District and acknowledge my responsibility to read and become familiar with such policies. I further understand that any of the District's policies or procedures and the benefits described therein, including but not limited to those described in the Handbook, are not intended to and do not create an express or implied contract, and may be modified, disregarded or discontinued at any time by the District with or without notice or reason. Finally, I understand that during the period of my employment, no representative of the District, other than its Board, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, and that any such general or specific commitments made by the Board must be in writing.

_____

Employee Signature

_____

Print Name

_____

Employee Position/Job Category

_____

Date

Please sign this form and return it to the Central Office within five (5) working days from the beginning of employment or the first day of each school year.

RANDOM DRUG TESTING PROGRAM

Any certificated personnel may agree, on an individualized basis, to random drug and alcohol testing for the school year within the following framework:

- The Board will ensure temporary classroom coverage for teachers who elect to be randomly tested during their normal workday. Alternatively, an employee may elect to be tested during their non-work time at a facility designated by the Board. Such election shall be made at the time the employee opts to participate in the random testing program.

- Those employees who opt to participate in the random testing program will be recognized by the Board, although such reference shall be to program participation, not individuals.

- The first time an employee tests positive as a result of a random test under the program, the Board will accept treatment in lieu of discipline, provided the employee immediately enters into a mutually agreeable treatment program, which may include, at the Board's option, periodic random testing of such employee. The same option will be considered for an employee who voluntarily discloses a substance abuse problem, provided no other performance issues exist and the employee has not previously been disciplined for substance abuse or violation of the Board's policy concerning same.

- Every reasonable effort will be made to ensure employee privacy when random testing occurs on District premises.

- The Board and the Association will cooperate to educate District stakeholders regarding the dangers of substance abuse, and the Association agrees to cooperate with the Board with respect to implementation of the random testing program.

To support the random testing program, the School Board will develop a training program for administrators to help them identify possible indicators of substance abuse in the workplace.

Certificated personnel who wish to participate in the Random Drug Testing Program should submit the attached Election Form within five (5) working days from the beginning of the first day of each school year.

RANDOM DRUG TESTING PROGRAM

TEACHER PARTICIPANT ELECTION FORM

By agreement of the School Board and the South Beloit Education Association, IEA/NEA (Association), you are eligible to participate in a program for random drug testing, as described in the Certificated Personnel Handbook. Any or all teachers are eligible to join in this important program, and your participation is voluntary. If you wish to participate in this program, please submit this form to your building principal within five days of the start of the school year.

The Board is committed to a drug free workplace, and believes strongly in the notion of leadership by example. The Association has agreed to cooperate with the Board with respect to implementation of the random testing program. The first time an employee tests positive, the Board will accept treatment in lieu of discipline, as more fully described in the Personnel Handbook.

Election to Participate

I hereby elect to participate in the Board's random drug testing program for the upcoming school year.

_____

Print Name

_____

Employee Signature Date