SOUTH BELOIT COMMUNITY UNIT SCHOOL DISTRICT #320

EDUCATIONAL SUPPORT PERSONNEL HANDBOOK

South Beloit, Illinois



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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.

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
Sam Cady, Athletic Director

South Beloit Junior High
840 Blackhawk Blvd
South Beloit, IL 61080
Michael McCoy, Principal
Ellysa Cassier, Assistant Principal
Sam Cady, Athletic Director

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

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

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

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INTRODUCTION

This Handbook is intended to indicate the current employment practices, working conditions, and benefits afforded Educational Support Personnel in South Beloit Community Unit School District #320. **Nothing in this Handbook is intended to or shall create any contractual obligations of any kind.**

In the South Beloit School District, your employment is at will. This means that you are free to terminate your employment from the District at any time, for any reason, and the District retains the same right. 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.

Additional policies and procedures applicable to all Educational Support Personnel may be found in the official Board Policy Manual; a copy of the Board Policy Manual is on file at the Central Office or in each library.

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

EQUAL EMPLOYMENT OPPORTUNITY AND MINORITY RECRUITMENT

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 any type of perceived discrimination in the workplace, you are encouraged to bring the issue to the attention of the 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 discrimination or retaliation will be subject to discipline, up to and including termination of employment.

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. TEM Incorporated, from Glen Ellyn, 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.

GENERAL PERFORMANCE EXPECTATIONS

General Qualifications

Skills - The employee must have acceptable communication, mechanical, computational, clerical, or secretarial skills to perform the functions of the job for which he/she is employed.

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

Ability to Deal with Others - The employee must be able to work with other people and must have a natural ease in dealing with students, staff and the public.

Role Models for Children - All adults who come into contact with students are expected to serve as role models for children.

Understanding of Department Function - The employee must have or be able to develop very readily a clear understanding of the function of his/her department in relation to other aspects of the school system.

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 the essential job tasks 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.

EMPLOYMENT PROCEDURES

Recruiting Procedures

The Superintendent or his/her designee shall take appropriate action to advertise for needed Educational Support Personnel. The Superintendent, at his discretion, may fill vacancies through external recruiting or may consider internal applicants for a vacancy. Persons interested in employment must submit a letter of application, which includes a brief statement of qualifications for the desired position. In addition, an application form must be completed and filed with the Superintendent.

If the Superintendent seeks to fill a vacancy through an internal applicant, an opening will be publicized at each facility and all qualified employees will be given an opportunity to make application for such positions. Employees have five (5) business days to apply for a vacant position through the Superintendent. The position may be filled temporarily during the posted period. The Superintendent may post an opening for external recruitment after five (5) days.

All applications will be reviewed. Candidates will be selected for an interview based on the specific skills and qualifications required for the position. In all instances, the District seeks to hire the most qualified applicant, whether that applicant is a current employee or an external candidate.

Employment Approval

Full time employment is contingent upon approval by the Board of Education.

The Superintendent shall recommend all Educational Support Personnel to the Board of Education for employment. The Board of Education shall approve the employment of all personnel. As a condition of employment, the employee is responsible for completing all required forms and submitting them to the Superintendent and passing a physical examination, including drug testing. They shall also be subject to periodic, random drug screening.

EMPLOYMENT SCHEDULES

Full-Time Employment*:* A full-time employee is scheduled to work forty (40) or more hours per week. Full-time employees are eligible for fringe benefits.

Part-Time Employment: A part-time employee is scheduled to work no more than thirty-two and one-half (32½) hours per week. Part-time employees are not eligible for fringe benefits.

Twelve-Month Employee: A person is considered a twelve-month employee when he/she is employed to work daily, Monday through Friday, for twelve (12) months.

Eleven-Month Employee: A person is considered an eleven-month employee when he/she is employed to work in accord with the official school calendar, plus the entire summer less the month of July.

School Term Employee (Hourly Employee): A person is considered a school term employee when he/she is employed to work in accord with the official school calendar unless otherwise specified.

Temporary Employee: A person is considered a temporary employee when he/she is scheduled to work less than 600 hours annually as summer help, vacation substitute, or for a short-term assignment. Temporary employees are not eligible for fringe benefits.

Summer Employee: A district employee may be hired on a part-time basis during the summer and holidays, and will be paid at the substitute rate for the specific position. Summer employees are not eligible for fringe benefits.

Exempt Salaried Employee: An employee paid on a salary basis who works in an executive, administrative or professional capacity determined by the District to be exempt from the overtime provisions of the Fair Labor Standards Act.

Non-Exempt Employee: An employee who is either paid by the hour or on a salary basis and is not in a position determined by the District to be exempt from overtime under the Fair Labor Standards Act. Such employees are eligible for overtime pay in accordance with the Act.

School Closings (Work Schedules):

Twelve-Month Employees: Twelve-month employees should report to work as previously scheduled when scheduled school days are canceled due to emergency situations. Employees may use their own judgment as to whether they can report to work under such circumstance. If an employee is unable to report to work, he/she can use earned and unused vacation or personal leave to be paid for the day. If an employee who has no earned and unused vacation or personal leave does not report to work, he/she will not be paid for the day. Superintendent reserves the right to close central office when he believes the situation warrants it on cancelled school days.

Eleven-Month, School Term and Temporary Employees: Eleven-month, school term and temporary employees are not required to report to work on days when school sessions are canceled due to emergency situations.

COMPENSATION AND PERFORMANCE PROVISIONS

Work Week - The workweek is defined as a seven-day period beginning on Monday, ending Sunday at midnight. During that seven-day period each twelve-month employee will be scheduled to work up to a regular forty-hour week.

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, I.M.R.F. (Illinois Municipal Retirement Fund), Medicare, and FICA (Social Security). Other optional deductions may include credit union deductions, United Way contributions and family insurance premiums (if the employee is eligible).

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

Time Sheets - Each employee must submit an accurately completed, individual time sheet to his/her immediate supervisor for approval and signature. The time sheet is then submitted to the Payroll Department. **Time sheets that are not submitted by the required time will be paid on the next regularly scheduled pay date.**

Meal Periods - All employees who work at least six continuous hours per day will receive a minimum thirty-minute, duty free meal period without pay which begins within the first five hours of the employee's workday. The lunch period will be scheduled at a time that promotes the effective operation of District schools.

Rest Periods - All employees will be allowed a fifteen-minute break for each successive four hours worked without reduction in time accumulated for wages. Breaks for rest periods in excess of this standard must receive the immediate supervisor's approval and will not accrue as time worked.

Overtime - Hours worked up to forty hours per week are computed as straight time. Hours worked over forty hours per week are considered overtime and are computed at one and one-half times the employee's regular hourly rate of pay. Sick leave, personal leave and vacation days are calculated as if not worked to determine eligibility for overtime hours. Overtime will not be allowed without prior authorization and written justification for additional hours needed from the immediate supervisor and Superintendent. The Superintendent or his/her designee must approve all overtime in advance. Failure to report the need to work beyond regularly assigned hours, except in emergency situations, will lead to disciplinary action. Salaried employees are not eligible for overtime.

Volunteer Services - Volunteer services of an employee will be without compensation in all areas not enumerated in his/her job responsibilities.

In-service – Employees may be required to attend training sessions, workshops and/or board meetings. Time spent in training programs will count as hours worked in computing wages if approved by the supervisor and related to the employee's regular job. When approved in advance, expenses related to training are the responsibility of the District. Travel time outside of the regular workday will not accrue as hours worked.

Job Classifications -The Board of Education has established classifications of job titles and descriptions for all educational support positions. Classifications are generally based upon skills and responsibilities required to perform the services.
Job classifications are as follows:

Business Manager	Maintenance	Food Service
Administrative Assistant	Custodial	Para-Educators
Secretary	Food Service Director	Library Aides
American Sign Language Aide	ESL Aide	Bilingual Aide
Nurse	Payroll Coordinator	Health Center Clerk

Salary Ranges - Salary ranges for each job classification will be set by the Board of Education annually.

Salary Adjustments - The Board of Education will review the salary program annually to determine if the established ranges are competitive with those in the surrounding area. Individual salaries will be based upon performance, evaluation, experience and the needs of the District. Increments are not automatic and may be withheld if there is not evidence of continuing, satisfactory performance. Salary adjustments may occur when crossing classifications.

Performance Evaluations - At least one evaluation is made annually of each employee by his/her supervisor who then meets with the employee to discuss the evaluation. The result of the evaluation will be reported to the Superintendent by June 1 and may affect salary increases and continued employment. Assignments, transfers, and salary increases will be based on job classification, market, longevity, needs of the District, and other applicable factors. The District reserves the right to evaluate an employee more frequently than the minimum stated above.

Employee Transfers - An employee may be transferred from one department and/or building to another provided an opening is available and such a transfer is in the best interest of the District. Rate of pay in a new job classification will be determined according to the skills and specific qualifications required in the job description. If an employee transfers or is promoted to a higher paying job category, his/her rate of pay may be increased to fall within the salary range of the new job category. If an employee transfers or is reassigned to a lower paying job category, his/her rate of pay will be reduced to fall within the salary range of the new job category.

The following are impacted as a result of a transfer:

- *Sick Leave* - The accumulation of sick leave days will be pro-rated based on the number of hours worked per day in each position, e.g., two days of sick leave for a four-hour workday is equivalent to one day of sick leave for an eight-hour workday. Ten days may be accrued each year, one day for every two months worked.

- *Vacation* - The accumulation of vacation time will be pro-rated based on years of experience in positions that are eligible for vacation leave. Only eleven and twelve month employees may accrue vacation, not inclusive of time worked as a summer substitute employee.

Reduction in Force - The Board of Education will make any necessary reductions in force within the guidelines of The School Code. The transfer or reassignment of employees is a function of the Board and Administration under the Board's statutory powers to create, maintain, consolidate, and establish positions.

To the extent required by law, any full-time employee subject to dismissal for reasons of reduction in force will be provided notice thirty days prior to the close of the school year. In addition, any employee dismissed under the reduction in force will have recall rights for one year if a position is reinstated within his/her job classification to the extent required by law. This does not apply to employees who are dismissed for any reason other than reduction in force.

EMPLOYEE BENEFITS

Health Insurance

Group health insurance is offered to each full time employee hired to regularly work forty (40) or more hours per week. The Board of Education shall pay a portion of the cost of each eligible employee's insurance (single coverage only) based on the professional collective bargaining agreement. 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 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). 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.

Dental Insurance

Dental insurance is offered to each employee hired to forty (40) or more hours per week. The Board of Education shall pay 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). 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 forty (40) 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 Illinois Municipal Retirement Fund (IMRF) 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 forty (40) or more hours per week. The Board of Education shall pay 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). 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.

Health and Dental Insurance

The Board may authorize payment of an insurance waiver incentive for full time employees who waive coverage under the District's group health and dental insurance plans. To be eligible for the insurance waiver incentive, an employee must provide written notice to the Superintendent or his designee no later than September 1 of a school year that he or she has elected not to be covered by the District's group health and dental insurance plans. The insurance waiver incentive a one-time lump sum payment to be paid at the completion of said school year. An employee may reenroll in the District's group health and dental insurance plans in subsequent benefit years, if eligible under the plan, but an employee will not be eligible for further insurance waiver incentive payments.

Sick Leave

Full-time or part-time educational support personnel who work at least 600 hours or more per school year will receive 10 paid sick days per year (one after every twenty days worked up to ten per year). Regularly scheduled part-time employees will receive sick day pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year, which may be used towards retirement through I.M.R.F.

Full-time 11 month employees will earn 11 sick days per year. Unused sick leave shall accumulate to a maximum of 220 days, including the leave of the current year, which may be used towards retirement through IMRF.

Full-time 12 month employees will earn 12 sick days per year. Unused sick leave shall accumulate to a maximum of 240 days, including the leave of the current year, which may be used towards retirement through IMRF.

Sick leave days will begin accumulating at the rate of one sick leave day after every twenty (20) days worked and may be used as they are earned. Sick leave time for certified staff must be used in half-day or full-day equivalents. Sick leave for non-certified staff may be taken in hourly increments. 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 Office. 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.

Sick leave includes personal/immediate family illness (in the same household), or as may be deemed necessary in other cases, quarantine at home, serious illness, or death in the immediate family. The Superintendent and/or a designee shall monitor the use of employee's sick leave.

Employees must use sick days until expended for a regular illness. If an illness extends beyond the amount of sick days allotted, an employee may elect to use vacation pay for compensation. If the amount of sick leave allotted and eligible vacation pay are exhausted, upon certification by a physician, the employee may be granted a leave of absence without pay by the Board of Education, for the duration of such illness or disability or up to a maximum of one year.

The immediate family or household includes the employee's parents, spouse, children and others living in the same household. In addition, other relatives, if living in the employee's dwelling unit, would also be considered members of the immediate family. Sick days may also be used for the death of a member of an employee's immediate family. In the event of death only, it shall also include the grandchildren of the employee.

When an absence is necessary due to illness, it is the responsibility of the employee to notify his/her supervisor in advance giving reason for such absence. 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.

At the time of termination, unused sick leave cannot be converted to cash or vacation allowance. Unused sick leave may be used as credit for IMRF.

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

Full-time, twelve (12) month education support personnel will be granted one personal leave day per year. Less than twelve month annual employees will be granted one personal leave day after each twelve month period of time they have been employed by the District (e.g. Sept-May=9 months + Sept – Nov of the next year = 3 more months for an accumulation of twelve months, so after this point the employee would be eligible for one personal leave day which will be converted to sick leave if not used during the following twelve months worked).

Full-time 11-month and full-time 12-month employees will be granted an additional Personal Day beginning on their 7th year of full-time employment. A maximum of 2 days will be granted each school year. Personal days will be converted to sick leave if not used during the school year.

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 Building Principal or District Supervisor (i.e. Maintenance or Food Service Director) three (3) days before the requested date.
2. No personal leave days may be used immediately before or immediately after a scheduled, school holiday, or during the first and/or last five (5) days of the school year unless prior approval is granted by the Superintendent.
3. **Personal leave may not be used in increments of less than one-half day.**
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day.
6. Personal leave may not be used when the employee's absence would create undue hardship.
7. 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.
8. Bereavement Leave: Educational support personnel receive bereavement leave on the same terms and conditions granted professional staff.
9. Leaves for Victims of Domestic, Sexual or Gender Violence: Educational support personnel receive a leave for victims of domestic, sexual or gender violence on the same terms and conditions granted professional staff.

Forms for personal leave requests are available from your supervisor and in each facility.

Personal days are to be used for business that cannot be handled during off-work hours. Personal days are not to be used during the first week or last week of the school year (except for the graduation of an immediate family member or to attend a funeral), before or after a holiday, or to earn compensation from an employer other than the Board of Education. The Superintendent may grant an exception to the rules governing use of personal days when extraordinary circumstances exist.

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.

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.

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 your supervisor and the District Bookkeeping Department immediately. The employee is responsible for completing the required documentation for claims under Worker's Compensation coverage, if applicable.

Holidays

All hourly support staff who work 37½ hours or more per week, will be paid for the following asterisked holidays, when that day would have been a regularly scheduled work day (i.e. Monday-Friday).

Unless the District receives a waiver or modification of The School Code pursuant to Section 2-3.25g, allowing it to schedule school on a holiday listed below, District employees will be paid for, but will not be required to work on:

*New Year's 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**
*Labor Day**
*Columbus Day**
2022 General Election Day
*Veteran's Day**
*Thanksgiving Day**
*Christmas Day**

The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

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. The employee may use earned vacation time or personal leave to make up the absence. The employee may also request a per diem deduction.

Vacation

After a year of continuous employment, full-time 12-month employees shall be eligible for five (5) paid vacation days according to the following schedule: Gain of one (1) more day each year with a limit of twenty (20) days.

Length of Employment	Maximum Vacation Leave Earned Per Year
End of year 1	5 days
End of year 2	6 days
End of year 3	7 days
End of year 4	8 days
End of year 5	9 days
End of year 6	10 days
End of year 7	11 days
End of year 8	12 days
End of year 9	13 days
End of year 10	14 days
End of year 11	15 days
End of year 12	16 days
End of year 13	17 days
End of year 14	18 days
End of year 15	19 days
End of year 16	20 days

After a year of continuous employment, full-time 11-month and full-time 12- month employees are eligible for five (5) paid vacation days. These days must be used during the school year that they are received or they will be lost.

Less than full-time eleven-month employees are not eligible for vacation days.

Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned but unused vacation at time of termination

The Superintendent or his/her designee must approve vacations. Requests for vacations must be submitted to the employee's supervisor at least one full week in advance. Every effort will be made to meet the desires of the employee and the needs of the District in establishing vacation dates. Priority for approval will be based upon request date first and seniority second, consistent with the needs of the District. Record of vacations earned and dates taken will be kept in the District Bookkeeping Department.

Employees resigning or whose employment is terminated shall be paid for any earned but unused vacation at time of termination.

Vacation Eligibility

Vacation time is accrued for actual time worked. Vacation time is not accrued during extended sick leave or leaves of absence. To be eligible to earn paid vacation, the employee must actually work the hours scheduled during the year proceeding July 1. During the first year of employment, to be eligible to earn each day of vacation, the employee must work at least two months for each vacation day accrued.

TERMINATION OF EMPLOYMENT

Employees are expected to provide at least two weeks advance notice of the intent to leave employment with the District. Such notice should be submitted in writing to the Superintendent or his/her designee. A resignation form has been developed and may be obtained from the District Superintendent's secretary.

Arrangements must be made with the District Bookkeeper to conduct exit procedures including the following miscellaneous items: computing vacation pay that is due, submitting a final time card, 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, 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 employees working 600 hours or more annually must participate in the Illinois Municipal Retirement Fund. Employees and the District pay their portion of the cost. Each pay period, deductions are made in accordance with current legal rates.

Continuation of Insurance Benefits for Retirees

Employees retiring from service with the District who are between the ages of 55 and 65 years, who have at least ten years of service prior to retirement and who are currently receiving benefits from I.M.R.F. (Illinois Municipal Retirement Fund), have the option to continue health insurance coverage equal to that available to District employees by paying in advance the monthly premium for either individual or family coverage, if eligible, until reaching the age of 65 years or the qualifying age for Medicare protection, whichever comes first.

A spouse of a retiree who purchased dependent coverage under the District's group hospital and major medical insurance program shall have the right to continue to purchase such coverage after the retiree becomes eligible for Medicare until the spouse becomes eligible for Medicare by paying in advance the monthly premium based on two and one-half times the applicable current single monthly premium. If a spouse is eligible under COBRA to purchase coverage at a lower rate, he/she shall have the right to purchase coverage at the lower rate for the period of time permitted under COBRA before paying the premium specified herein.

Retired IMRF employees reaching age 65 may continue on the dental plan under COBRA for 18 months. Continuation of coverage in the group life insurance plan is handled through the individual insurance company conversion procedures.

EMPLOYEE RECORDS

Personnel File

The District shall maintain a complete personnel record of every current employee and former employee as well as a separate confidential 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.

MISCELLANEOUS PROVISIONS

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.

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.

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 district 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 the Superintendent.

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.

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 for District Employees

The purpose of the appropriate Professional Attire policy is to provide guidelines to faculty and staff. The faculty and staff are expected to set the tone for a positive learning experience within the educational environment. The faculty and staff should serve as a positive role model for all students and be easily distinguished from their students by dressing in a professional, modest, neat and clean manner. Blue jeans and tennis shoes should not be worn except on field days, field trips, or as approved by the Building Principal/Supervisor. Appropriate Professional Attire should enhance the opportunity for a positive perception by our students and community.

The Building Principal/Supervisor is responsible for determining if the faculty and staff are dressed in a professional manner. The building committee member will encourage compliance with this policy. If the Principal/Supervisor determines that someone is in non-compliance with the policy, he/she will address the non-compliant employee. If the faculty/staff member does not comply with the Principal/Supervisor's request, the faculty/staff member will receive a letter of reprimand in their personnel file. If the employee needs to be addressed again, they will then receive an unsatisfactory rating in the professionalism category of the evaluation instrument.

GRIEVANCE PROCEDURE

Definition of Grievance - A grievance is any alleged difference of opinion between the District and an employee regarding the application and/or interpretation of the provisions of this handbook, Board policies or administrative procedures.

It is most desirable for the employee and the employee's immediate supervisor to resolve problems informally. If however, the informal process fails to satisfy the employee, a grievance may be processed as follows:

Step 1 (Supervisor Level - Informal Process): Any employee who has an alleged grievance as defined above may discuss such grievance with the employee's immediate supervisor. If the alleged grievance is not submitted within ten (10) days after the employee has knowledge of the act or condition, which is the basis of the alleged grievance, it shall not be considered actionable. (See chain of command listed below.)

Step 2 (Supervisor Level - Written Grievance): If an employee is not satisfied with the decision rendered in Step 1, the employee may file a written grievance detailing the specifics of the grievance with the employee's immediate supervisor. Failure to file such written grievance within five (5) days from the date of discussion with the immediate supervisor at Step 1 shall be deemed a waiver of the right to file such written grievance. The written grievance shall contain a concise statement of the facts upon which the alleged grievance is based. The supervisor's written answer shall be given within ten (10) days after receipt of the written grievance.

Step 3 (Superintendent Level): If the employee is not satisfied with the decision as rendered in Step 2, the employee may submit a written request for a review of the grievance and a response by the Superintendent of Schools or his designated representative. Failure to file such written request within five (5) days from receipt of the supervisor's written answer at Step 2 shall be deemed a waiver of the right for a review of the grievance. Following review, the Superintendent will schedule a conference with the employee to resolve the grievance. The Superintendent will issue his/her findings in writing.

Step 4 (Board of Education Level): If the employee is not satisfied with the decision as rendered in Step 3, the employee may request in writing a hearing by the Board of Education. Failure to file such written request within ten (10) days from the receipt of the Superintendent's written response at Step 3 shall be deemed a waiver of the right for a hearing. The Board of Education will hold a closed hearing and render a final decision.

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. Accordingly, the Board requires support staff to submit to a urinalysis test and/or other appropriate drug (ten panel screening) or alcohol testing at a time and place designated by the Board. Drug screenings will be randomly conducted at the same time(s) that students are tested (8 – 10 times per school year). Ten percent of the support staff will be drawn for each drug screening. In addition, the Board may require a support staff member to submit to alcohol or drug testing when the staff member is involved in an incident involving damage to District property or personal injury. A staff member's refusal to submit to drug screening or alcohol testing, or a staff's refusal to cooperate in the testing process, shall be grounds for immediate dismissal.

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.

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

RIGHT TO KNOW/TOXIC SUBSTANCE DISCLOSURE

Your immediate supervisor 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

EDUCATIONAL SUPPORT PERSONNEL HANDBOOK

ACKNOWLEDGMENT OF UNDERSTANDING

I understand and acknowledge that there exists no express or implied employment contract between myself and the District, that my employment relationship with the District is "at-will", and that the District and I have the right to terminate the employment relationship at any time, with or without notice or reason and without following any particular procedures. I further understand that my employment with the District is for an indefinite duration, and that I am not employed for any specific period of time. I further understand that any of the District's benefits, policies or procedures, 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.