

EXHIBIT B

COAL CITY COMMUNITY UNIT SCHOOL DISTRICT NO. 1 PERSONNEL GUIDELINES, PRACTICES AND PROCEDURES FOR EDUCATIONAL SUPPORT PERSONNEL

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PREFACE

IMPORTANCE OF SUPPORT STAFF

The non-instructional staff member plays a significant role in the operations of the District. Support staff assists professional staff, provides a variety of essential services and carries out many tasks as deemed appropriate by the Administration.

Support staff serve the students, the faculty and help to maintain a good relationship between the District and the community.

PURPOSE OF HANDBOOK

This Handbook for educational support personnel sets forth your Board's presently established policies and rules governing the job responsibilities required of you in your job.

The Board intends this Handbook to serve as a guide, to help you to meet your responsibilities and to enjoy the benefits of your job by setting forth its rules governing:

1. Standards of job performance, including attendance, safety and personal conduct required of you to protect your job security and to earn the opportunity, when available, to advance in jobs and job skills.
2. Working conditions, salary, paid holidays, vacations, sick leave, and other benefits that your job offers you.
3. Procedures for you to follow in raising a concern with your supervisor arising under these established policies and rules.
4. Rules of personal conduct to protect your job security and to safeguard your District's property, products and good will and the jobs of all other employees.

Your immediate supervisor is your best contact when you have any questions regarding policies and rules elaborated upon in this Handbook. In most instances, your supervisor can resolve concerns and/or review suggestions you may have. However, the Superintendent wants to make it very clear that good communications must be retained in the school district, and his door is always open for consultation covering any district related concerns and/or suggestions through the established chain- of-command (immediate supervisor, building principal, director of fiscal services and superintendent). In the event you are a new employee, we welcome you to the school district and wish you the best of success in your new endeavor.

Thank you for taking the time to review this Handbook. Please retain the Handbook for future reference and to insert changes that may be implemented from time to time.

YOUR SUPERVISOR'S RESERVED RIGHTS OF MANAGEMENT

Your supervisor(s) represents our Management team. They are responsible for the job performance, efficiency and discipline of the employees under their supervision.

EXERCISING MANAGEMENT'S RETAINED RIGHTS

As Management's representative, your Supervisor retains and will exercise the right to direct the employees for whom they are responsible. This includes the right to:

1. Schedule hours of work, including overtime, according to District procedures and existing contracts
2. Assign work
3. Determine the means, methods, processes, schedules of work and administrative procedures to insure accountability is maintained
4. Enforce District rules governing safety, job responsibilities and standards of personal conduct at all times.
5. Maintain employee efficiency and discipline, including the right to evaluate, reprimand, or make recommendation for suspension and discharge an employee according to District procedures.

The foregoing enumeration of your Supervisor's reserved Management rights shall not be deemed to exclude other rights of Management not specifically set forth.

Employees shall, at all times, comply with the instructions of their Supervisor in the performance of their job duties and responsibilities.

SECTION I

ESTABLISHED POLICIES & RULES

GOVERNING

JOB RESPONSIBILITIES

EMPLOYMENT YEAR AND WEEKLY RESPONSIBILITIES

A. Twelve-Month Employees

Work daily (normally Monday through Friday) except holidays and earned vacation time.

Administrative office personnel work a thirty-seven and one-half (37 1/2) hour week with the individual time schedule and job responsibilities developed by the supervisor (subject to the needs of the District) and approved by the Superintendent.

Example of work schedule:

Monday through Friday, 7:30am – 3:30pm, 30-minute unpaid lunch (8 hours total)

Monday through Friday, 7:30am – 4:00pm, 60-minute unpaid lunch (8.5 hours total)

B. Clerical Employees (190 – 220 day contracts)

On days when school sessions are cancelled due to emergency situations and certified personnel are not required to report for work, these employees will not normally be required to work, but safety requirements shall prevail in making such decisions as determined by the Superintendent.

School secretaries normally work a 37 1/2-hour week, with the individual time schedule and job responsibilities developed by the Building Principal and approved by the Superintendent. During the school calendar year, there may occur certain modifications of the school secretaries' work schedule and job responsibilities, subject to building needs as determined by the Building Principal and approved by the Superintendent.

Example of work schedule:

Monday through Friday, 7:30am – 3:30pm, 30-minute unpaid lunch (8 hours total)

Monday through Friday, 7:30am – 4:00pm, 60-minute unpaid lunch (8.5 hours total)

C. School Year Employees (164-180 day contracts)

School year employees work the school calendar year unless otherwise specified. Classroom aides work a schedule, subject to building needs, as determined by the Building Principal and approved by the Superintendent.

Example of work schedule:

Monday through Friday, 7:30am – 3:00pm, 30-minute unpaid lunch (7.5 hours total)

D. Non-IMRF Participating Part-Time Employees

(An employee working less than 4 hours per day or that does not exceed 600 hours per calendar year)

Hourly and part-time employees work as needed as determined by the immediate supervisor and approved by the Superintendent. Such employees shall only be employed for a time period specified by the Superintendent and shall receive limited benefits.

E. Overtime Hours

Overtime shall only be approved for employees completing forty (40) hours or more of work each week, excluding scheduled lunch periods. Overtime is mandatory if assigned. All overtime must be approved in advance (reported in writing) by the immediate supervisor. When overtime is approved, it shall be at one and one-half the individual's regular rate of pay or compensatory time as arranged between the immediate supervisor and employee.

1. Overtime Procedures

Full-time support staff may receive additional compensation for pre-scheduled overtime work or for work performed on a day other than a normal working day.

Every claim for overtime pay must be pre-approved by the employee's supervisor.

Pay for overtime work will be at the employee's regular rate until the total number of hours worked (regular and overtime) reaches forty (40) hours for the week (Monday through Sunday) , excluding lunch periods. Beyond forty (40) hours, overtime pay will be calculated at a rate of one and one-half times the individual's regular rate of pay (daily rate divided by the number of hours per day for the job classification).

2. Overtime credit for Compensatory Time

The district does not allow compensatory "comp" time for overtime hours worked.

3. Overtime Guidelines for Custodial Staff

As per the agreement between SEIU Local 73 and the Coal City Community Unit #1 School District, the following guidelines have been developed: See Custodial Bargaining Agreement. Section 6.2.B.

F. Punctuality

You must be ready to start work at your scheduled time or after lunch and you should continue to work until the end of your scheduled assignment. Lunch hours are not to exceed one-half hour unless permission is granted in advance. Building secretaries shall normally have one (1) hour.

Lateness could result in discipline.

G. Absence - Call In

All employees should use the Frontline System for reporting absences located at:

<http://aesoponline.com/>

If you must take time off for a valid reason, secure permission from your supervisor in advance so that he/she can plan the workload. In case of sickness or emergency, it is important you contact your supervisor in accordance with established procedures. The District reserves the right to expect a reasonably detailed reason for absence. While the intent of the District is not to pry into personal affairs, understand that "Personal Business" is not enough information to warrant making a judgment by your supervisor for an excused absence.

Remember that excessive absence will be interpreted as lack of interest in your work. If you are absent for three (3) consecutive days without notifying the District, you will be terminated as a voluntary quit. If there are three (3) or more one-day "no shows," you will be terminated.

staff members will be required to submit to the Superintendent a certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, a mental health professional licensed in Illinois providing ongoing care or treatment to the teacher or employee, a chiropractic physician licensed under the Medical Practice Act of 1987, a licensed advanced practice registered nurse, a licensed physician assistant, or if the treatment is by prayer or spiritual means, a spiritual advisor or practitioner of the teacher's or employee's faith as a basis for pay during leave after an absence of 3 days for personal illness or as the school board may deem necessary in other cases. Section 24-6 of the Illinois School Code. The certificate needs to state the dates the employee is under physician's care, and that the employee is excused from work. Documentation will be submitted electronically using the district form within one (1) business day upon employees return.

Any absence before or after a Holiday or Holiday break will require a doctor's verification of illness regardless of the "3-day rule".

H. General Information

The district electronic mail system is used for distributing information and important communication. Check with the technology staff to learn how you may access this system.

I. Phone, eMail and Social Media Use

Personal email and incoming/outgoing calls are discouraged. Friends and relatives must be discouraged from calling during working hours. Emergency calls will be directed to the supervisor. If you should get an emergency call, a message will be taken which will be given to you at the earliest moment. Employees should also refrain from updating and using personal social media during work hours.

J. Personal Property

The District cannot be responsible and will assume no liability for any loss or damage to your personal property resulting from theft, fire, or any other cause on the District's premises.

K. Personal Problems and Concerns

In any District, problems will arise. The way in which the problem is handled will determine whether satisfaction is arrived at amicably or not. In short, problems in themselves are not abnormal or bad. It is how they are handled, or mishandled, that makes a difficult situation.

Please use the following procedure in an attempt to resolve problems, make suggestions and/or make inquiries:

1. to each immediate supervisor;
2. to the Building Principal;
3. to the Chief School Business Official or Business Manager;
4. to the Superintendent;

5. to the School Board. The School Board may require that the matter be submitted in writing, with the coordination being accomplished by the Superintendent or his designee.

The School Board is the final authority on any issue, which cannot be resolved through the regularly constituted administrative channels.

EMPLOYEE STATUS

A. Personnel Records

The District must keep all records up to date. It is your responsibility to inform the District immediately when you have a change in address, telephone number or person to notify in the event of an emergency.

B. Conditions of Employment

1. Criminal background checks through the Illinois State Police Department and I-9 forms are to be completed.
2. Pre-Employment Physical Examinations. All prospective employees and former employees who want to return after a break in service are required to submit to a pre-employment physical examination by the physician of the employee's choice or by a designated District physician or medical facility.
3. Physical Examination during Employment. If an employee is absent for any prolonged period of time, a new physical examination may be required. In addition, the District reserves the right to require a physical of an employee when, in the opinion of the Superintendent, an employee's physical problems may be a danger to the health, safety or well-being of existing employees or students. When a physical examination is required, it will be conducted by the designated District doctor or medical facility. An employee will be required to comply with the recommendations of the District physician as a condition of continued employment. The District will pay the cost of physical examinations.
4. Certain positions will require appropriate para-professional certification or other licensure to maintain employment with the district. Further, some assignments may be contingent on a particular student or students being enrolled and attending Coal City Schools.

C. Use and/or Possession of Drugs and Alcohol

All employees are reminded that possession or use of alcohol or any illegal controlled substance on District property is strictly prohibited under the District's Disciplinary Rules. The District intends to enforce this alcohol and drug prohibition vigorously to protect the safety of all employees and students. Enforcement will extend to use or possession of alcohol or drugs in parking areas, washrooms or other non-work areas on District property. Any employee who violates the rule will be subject to discharge for the first offense. Refer to Section II on Rules and Regulations, Group III, numbers 14 and 15 covering unacceptable conduct outside of the school district.

D. Job Descriptions

It is the intent of the District to have a written job description for each type of position. The description will include basic information on the function of each position, responsibilities, relationships, education and/or skill requirements, and authority.

These job descriptions will be reviewed from time to time and may be changed as circumstances warrant.

E. Tests

To assist the District in making the selection of new employees and the upgrading of current employees as objective as possible, professionally designed non-discriminating tests may be used to determine the skills and related needs to be possessed by applicants and current employees for particular jobs. When tests are to be given, applicants and current employees will be informed, in advance, as to the procedures to be used.

F. Reference Checks

A full check will be made of each employee's work history and references. If a determination is made that you made a false statement on your application, you could be subject to immediate dismissal.

G. Falsification of Records

The statements made by the employee in the application form, along with any additional subsequent forms to be completed upon becoming an employee, must be true, accurate and valid. This requirement is for the employee's protection as well as for the District. These statements are the basis for career planning within the District, Social Security and other financial reporting procedures required of the District, references and employment verification, etc. False statements will subject you to immediate dismissal, as determined by the Superintendent. Work records, time sheets, material and supply records and all other assignments must be kept accurately. Continuous errors due to carelessness may result in disciplinary action.

H. Garnishments

What is garnishment? If, due to circumstances, you fail to meet your financial obligations promptly, your creditors may obtain legal permission to collect part of your pay from the District. The District cannot legally refuse to honor such collections.

Wage Deductions--If wage deductions occur more than once, the District retains its right to review the circumstances of such deductions as they could affect the District and performance and status of the employee.

NEW POSITIONS, ASSIGNMENTS AND TRANSFERS

A. Recruitment Process

The Superintendent shall recommend to the School Board the establishment of new support staff position(s). School Board approval is required prior to advertising a new support staff position. Vacancies within the existing support staff, as well as new positions, may be advertised in the local newspaper(s) and posted using electronic means such as via school email, on District social media or webpage for a period of no less than 5 business days whenever practical to do so.

B. Application

An individual interested in any new or vacant position shall submit an application giving his or her work history and references as to character and work performance. He or she shall also authorize a criminal background investigation and verification of references. The final decision on the selection of any individual shall remain the prerogative of the Board upon the recommendation of the Superintendent. The Board reserves the right not to fill any advertised and/or posted positions.

C. Selection Process

After a preliminary screening by a Building Principal or supervisor is completed, qualified applicants shall be referred to the Superintendent for an interview, additional reference checks and final selection. The final decision-making process shall include:

1. Any prospective employee or employee applying for a change in a position shall be subject to a physical examination and other employment requirements as determined by the Superintendent. The physical examination shall be conducted by a physician or clinic as selected by the Superintendent.
2. Employees on an annual contract shall be employed by the School Board upon recommendation of the Superintendent.
3. Hourly personnel shall be employed by the School Board upon recommendation of the superintendent.

D. Job Bidding

All job openings, including newly created jobs shall be posted for a period of five (5) working days at a place that each employee would see in each building.

All employees shall be eligible to apply for any job opening. The Administration shall determine whether an employee is qualified for a job opening based on the following criteria:

Former evaluations, past job performance, experience in performing the job applied for, education and training, compatibility with staff and students, record of attendance, leadership skills, service to the District, and seniority.

When faced with candidates, who appear equally qualified to fill a job opening, the candidate with the most seniority will be assigned the job opening. Any employee who applies for a job opening but is not assigned to that opening will have the right to meet with the Administration to discuss the reasons therefor.

An employee awarded a new position shall have a minimum period of 30 working days, of which at least fifteen days shall be served on days when students are present, as a probationary period. During that probationary period, if either (i) the District deems the employee is not performing satisfactorily in the position, or (ii) the employee feels that he/she does not want the position, then the employee shall be returned to his/her original position.

E. Assignment/Transfer

Staff members are employed by and for the School District. Assignment/Transfer to specific buildings and responsibilities shall be the responsibility of the Superintendent.

EMPLOYMENT CONDITIONS AND STATUS

A. General Policy

It is the general policy of the District to be an equal opportunity employer. The District shall act without regard to race, color, religion, national origin, ancestry, age, sex, marital status, or handicap in all employment related matters, including recruitment, hiring, promotion, renewal of employment, discharge, discipline, and terms, privileges and conditions of employment.

B. Evaluation Procedure and Purpose

The supervision of every employee shall include continuing informal evaluation, an annual performance evaluation and constructive suggestions toward improvement of performance. In addition to the continuing informal evaluation, there shall be a formal evaluation procedure. The purposes of the formal evaluation are:

1. assessment of performance for retention, reassignment or promotion;
2. improvement of performance through constructive suggestions which will help the employee realize his or her full potential;
3. maintaining in each employee's personnel record a report of his or her performance in the District. The employee may respond with a written statement, which shall be attached to his/her performance evaluation within ten (10) calendar days of receiving the evaluation.

C. Evaluation Criteria

During the evaluation process, many factors will be considered including but not limited to:

1. Quality of work.
2. Quantity of work
3. Manner of performing work
4. Work attitude
5. Ability to work with co-workers and supervisor
6. Relationship with students
7. Relationship with certified staff
8. Attendance
9. Professional growth
10. Follow-through on assignments

11. Specific factors relating to the job

D. Evaluation of Employees on an Annual Contract

The supervisor of each full-time employee will complete, at least annually, a performance report for the employee in his or her area of responsibility, using the form applicable to the job classification. A copy shall be given to the employee and discussed with him or her in a scheduled meeting. The original shall be signed by the employee and filed with the Superintendent, with each employee receiving a copy.

E. Evaluation of Hourly Employees

The supervisor of each part-time employee will complete, when appropriate, a performance report for the employee's record. However, at least one (1) shall be completed each year.

F. Evaluation and Annual Salary Increase

Annual salary increases for all support staff shall be determined by the Board, upon recommendation of the Superintendent.

G. Termination of Employment

There are three (3) types of employment termination: resignation (voluntary quit), involuntary termination, and retirement. The following procedures are applicable.

1. Routine Procedures for All Terminations

a. Exit Interview

The employee's supervisor shall conduct an exit interview with all terminating employees. The purpose of an exit interview is to give the employee an opportunity to discuss freely his or her reasons for termination; to obtain information and views from employees to help the District improve policies, procedures, and working conditions and reduce employee turnover; and to provide the employee with information about his or her terminating benefits.

b. Final Paycheck

A terminating employee's final paycheck is adjusted for any unused, earned vacation or vacation time taken that was not earned, along with any other financial obligations owed to the school district. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination.

2. Guidelines for Each Form of Termination

a. Resignation

Employees should provide two (2) weeks notice of termination. In most cases, voluntarily terminating employees should be permitted to work to their effective resignation date, unless otherwise determined by the Superintendent. Earlier release requires approval from the Superintendent.

3. Types of Employment Termination

a. Resignation

Employees who give notice of resignation may not revoke the notice. In rare circumstances, employees who desire to withdraw their notice of resignation may be permitted to make a written request to the Superintendent. Such requests will be reviewed by the Board, upon recommendation of the Superintendent. All decisions by the Board shall remain final.

b. Involuntary Termination

The District may terminate an employee at any time. The decision to discharge an employee may be initiated by his or her immediate supervisor or the Superintendent. However, to ensure equitable treatment of all employees, only the School Board may actually finalize the termination of an employee, with the Superintendent suspending an employee without pay until the Board can officially render a decision.

Cross-Reference: Section II, Page 35
Employees Conduct and Discipline
Rules and Regulations for
Educational Support Staff

c. Retirement

An employee planning to retire should notify his or her supervisor at least two (2) months before the retirement date. Written notification shall be sent to the Superintendent.

H. Suspension without Pay

The Superintendent shall have the authority to suspend an employee from a position when, in the judgment of the Superintendent, the employee's conduct is detrimental to the school system. A written notice stating the reason or reasons for the suspension shall be given the employee. A suspension of pay shall be effective when acted upon by the School Board. A copy of the suspension memorandum shall be placed in the employee's personnel file.

I. Reduction in Force of Full-Time Employees

The School Board reserves the right to remove or dismiss educational support personnel employees when in its judgment the best interest of the District shall be served by decreasing the number of educational support personnel employees employed by the Board or to discontinue some particular type of educational support service.

A written notice shall be given to the employee by registered mail, return receipt requested at least sixty (60) days before the end of the school term, together with a statement of honorable dismissal and the reason for the honorable dismissal. In addition, a District representative may hand deliver a dismissal notice at least 60 days before the end of the school term, with the affected employee signing a receipt for the notice.

The Superintendent shall establish and post an annual seniority list, by categories showing the length of continuing service, for each full-time educational support personnel employee.

The full-time educational support personnel employee with the shorter length of continuing service with the District, within the respective category of position shall be dismissed first except that this provision shall not impair the operation of any affirmative action program in the District, regardless of whether it exists by operation of law or is conducted on a voluntary basis by the Board. If the Board has any vacancies for the following school term or within one calendar year from the beginning of the following school term, the positions becoming available within a specific category of position shall be offered to the employees removed or dismissed from the category of position, so far as they are qualified to hold the positions.

When educational support personnel employees are removed or dismissed by the Board, the employees shall be paid all earned compensation in accordance with administrative procedures following the last day of employment. Employees affected by a reduction-in-force retain the responsibility of keeping the Superintendent's office informed as to their current address and working telephone number.

COMPENSATION AND BENEFITS

A. Annual Compensation

The School Board shall adopt a placement schedule for compensation of newly hired support staff unless a multi-year agreement is in effect. Annual increases are not automatic and may be withheld if there is not evidence of continuing satisfactory performance as covered in the annual performance evaluation.

The Board's objective in the development of this placement schedule of compensation was to provide equity between different employee groups by basing salaries on current market data at similar percentile rankings as the certified staff.

When transferring to a new position, staff members will receive compensation as follows:

- a. Higher position – Will be placed on the new placement schedule however such placement will be made to insure a minimum of \$.25 per hour over what they would have earned had they not transferred.
- b. Lower position – Will be placed on the new placement schedule and be given up to a maximum of 10 years of experience at 10 cents per year.
- c. When the Principal or Principal designee assigns a staff member to a higher position for a period exceeding ten (10) consecutive days, on day eleven (11) that staff member will receive an additional \$1.00 per hour over his/her current pay. At the end of the temporary assignment, the staff member's pay rate will return to the hourly rate at which they were making prior to the temporary assignment.

Grandfathered employees will remain grandfathered until:

- a. Retirement
- b. Resignation
- c. Employee Transfers to a new position, at which time they will be placed on the new lane per 2.A. indicated above, however such placement will be made to insure a minimum of \$.25 per hour over what they would have earned had they not transferred.

B. Insurance Benefits

1. Provided the employee makes proper application for and is accepted by the insurer, the Board of Education shall, for a regularly employed IMRF participating employee, pay the same amount as per teacher negotiated contract. The Board of Education shall pay 100% of the monthly premium for a \$15,000 group term life and accidental death and dismemberment insurance policy for those employees who are IMRF participants. (IMRF participating employees are those who are employed in a position requiring 600 hours or more per year.)
2. A retiree who is an IMRF annuitant or who is age 55 or older with 10 years of service, and his dependents, may continue in the group medical plan at their own expense until the retiree reaches age 65 or becomes eligible for Medicare. Group life insurance terminates at retirement; a conversion policy may be available from the insurer.
3. Terminating employees, surviving or divorced spouses, and dependent children who become ineligible can continue their group coverage subject to the time limits and eligibility requirements under COBRA continuation rights at their own expense.
4. Depending on the type of leave, an employee may need to cover the entire cost of their insurance premium.
5. Temporarily or permanently disabled employees may, at their own expense, continue medical coverage for themselves and their eligible dependents until their disability ends or they reach age 65, whichever occurs first. Such employees should promptly contact the life insurer if they will be off work for more than 6 months regarding their rights under the extended death benefit provisions.

6. The insured in all cases must make advance premium payments to the district office on the first day of each month. If an insured decides to discontinue his medical coverage or his eligibility ends, he may be eligible to purchase a conversion policy from the health insurer or to exercise COBRA continuation rights. These rights are explained in the booklet provided by the insurer.

C. Shelter Illinois Municipal Retirement Fund Contributions

From the established salary of each qualified employee, according to the authority granted by the Pension Reform Act of 1974, Section 414(h)(2) of the Internal Revenue Code, the School Board shall deduct and shelter the employee's Illinois Municipal Retirement Fund contribution.

The purpose of deducting and sheltering such contributions is to defer the income tax due on retirement system contributions until these amounts are distributed or made available to the employee.

Should any of the above be declared improper by an IRS ruling or opinion, that portion thereof shall be deleted from this regulation to the extent that it violates the ruling or opinion.

D. Pay Periods

Employees under this agreement shall be paid on a bi-monthly pay schedule starting in the 2023-24 school year which shall be established by the teacher collective bargaining agreement. All employees must enroll for direct deposit.

LEAVES

A. Sick Leave With Pay

Support personnel employees who are eligible to participate in the Illinois Municipal Retirement Fund under the "600-hour standard" or such other eligibility standards promulgated by the IMRF Board, shall be entitled to no less than ten (10) days sick leave at full pay each year. Full-time (9 mon. employees) support staff shall be entitled to twelve (12) days sick leave per year. Extended contract staff members will be eligible for sick leave on a pro rata basis, i.e., 10 mo.=13 days, 11 mo.=14 days, and 12 mo.=15 days. Unused sick leave shall accumulate to a maximum of three hundred fifteen (315) days including the leave of the current year. However, those days which would otherwise have accumulated where there has been no limit will be granted to an employee two years prior to his/her retirement for use toward service credit through IMRF. Additional information on the IMRF standards and procedures can be obtained from the Business office.

Sick leave shall be interpreted to mean personal illness or injury, mental or behavioral health complications, quarantine at home or serious illness or death in the immediate family or household. The immediate family or household shall be interpreted to mean husband, wife, father, mother, son, daughter, sister, brother, and corresponding in-laws and steps from the preceding list. Additional immediate family includes grandchildren, grandparents, legal guardian, aunt, uncle, niece and nephew. A household can include anyone living on a permanent basis in the immediate household of the person employed.

Sick leave shall also be interpreted to mean birth, adoption, placement for adoption, and the acceptance of a child in need of foster care. Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Paid sick leave because of the birth of a child may be used absent medical certification for up to 30 working school days, which days may be used at any time within the 12-month period following the birth of the child. The use of up to 30 working school days of paid sick leave because of the birth of a child may not be diminished as a result of any intervening period of nonworking days or school not being in session, such as for summer, winter, or spring break or holidays, that may occur during the use of the paid sick leave. For paid sick leave for adoption, placement for adoption, or the acceptance of a child in need of foster care, the Board may require that the staff member provide evidence that the formal adoption process or the formal foster care process is underway, and such sick leave is limited to 30 days. Paid sick leave for adoption, placement for adoption, or the acceptance of a child in need of foster care need not be used consecutively once the formal adoption process or the formal foster care process is underway, and such sick leave may be used for reasons related to the formal adoption process or the formal foster care process 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.

The school board shall maintain a complete accounting of each employee's sick leave days and shall notify each employee of the number of accumulated unused sick days annually, and/or upon request.

Each school year the Board will grant excused paid absence up to three (3) days for Bereavement Leave. Any other days after the staff members use of the three (3) bereavement days, the staff member can use sick days. Per statute sick leave can be used for bereavement. Staff members will submit documentation electronically via shared form, within 2 school days of the staff members return to work.

Part-time personnel who are not scheduled but work less than the "600-hour standard for IMRF participation" shall be entitled to the following sick leave days per year. These sick leave/personal leave days are nonaccumulative.

	Annual/Nonaccumulative Sick leave days	Annual/Nonaccumulative Personal leave days
a. Teachers' Aides	4	1
b. Clerks	4	1
c. Recess Supervisor	4	1
d. Cafeteria Servers	4	1
e. Lunchroom Aides	4	1

B. Temporary Incapacity (Disability)

Temporary incapacity (disability) is defined by the School Board as follows; "Any illness or other capacity of ill-being which renders an employee physically and mentally unable to perform assigned duties as verified by a physician to the satisfaction of assigned duties as verified by a physician to the satisfaction of the Superintendent." During the period of disability, the employee shall use accumulated sick leave benefits. However, income received from other sources (worker's compensation, District pd. insurance programs, if applicable, etc.) shall be deducted from the District's compensation liability to the employee, where the District contributed any monies to the plan or program upon which disability provides benefits. When income from other than the District's funds is received by the employee due to his/her temporary disability, the District shall be only responsible for the remaining salary owed the employee.

The intent of the District is that in no case shall the employee who is temporarily disabled receive more than 100 percent of his/her gross salary. Upon exhausting accumulated sick leave benefits, an extension of such benefits shall be considered on a case-by-case basis, with each decision not establishing a precedent for subsequent decisions.

Those insurance plans privately purchased by the employee to whom the District does not contribute, are not applicable to this policy.

Normally after 90 consecutive school days in a school term of temporary incapacity (disability), such disability shall be considered a permanent disability unless other circumstances cause an alternative recommendation to be made by the Superintendent, including but not limited to, impact of I.M.R.F. regulations. Once the time period for temporary illness or temporary incapacity has been exhausted, the School Board may begin dismissal proceedings subject to the provisions of The School Code of Illinois and other appropriate statutes.

C. Personal Leave

IMRF-eligible support staff of the District shall be given two (2) personal leave days per year, which do not accumulate. The use of a personal leave day is subject to the following conditions for **all support staff**:

1. Except in the case of emergencies, requests for the use of personal leave should be made to the Frontline Attendance Software System five (5) calendar days in advance.
2. No more than two (2) employees in a building may take a leave on the same day.
3. Personal leave shall not be taken the day before or the day after a holiday or holiday break unless approved by the superintendent.
4. If personal leave days are not taken during a contract year, they shall be added to the accumulated sick days at the end of the year. When schools are officially closed by the superintendent, no personal leave days, which an employee has arranged previously, shall be deducted.

D. Jury Duty Leave

1. If an employee is selected for jury duty or is subpoenaed to testify for school-related business, the District shall pay full salary during the time an employee is on jury duty.
2. An employee shall make every effort to give notice of pending jury duty to the District no later than five (5) school days prior to the employee serving.
3. Absence for jury duty, or if subpoenaed to testify for school-related business, shall not constitute a basis for deducting from the employee's sick leave accumulation.

E. Pregnancy-Related Disability Leave

Any full-time employee who becomes pregnant shall receive, upon request, a pregnancy-related disability leave of absence. The request to the Superintendent shall include a physician's statement certifying the pregnancy.

As with any anticipated disability, affected employees will be subject to continuing status reports by the employee's physician as to their health and ability to continue employment for a specific amount of time prior to the disability and, upon taking the disability leave and selecting a date to return, said physician shall verify that the period of disability has ended (or is continuing beyond the anticipated date of return). As a general guideline, it is anticipated that a pregnancy-related disability leave will not exceed six (6) weeks unless verified by the employee's physician. The above procedure does not preclude the District's right to require a physician's certificate from a physician selected by the District and the filing of timely reports as may be deemed necessary by the District. If the physical is required by the District, such expenses shall be paid by the District.

Employees are eligible to use up to six weeks of their accumulated sick leave days for a pregnancy-related disability leave. If a physician determines that an employee is unable to work due to a maternity related illness or disability, then sick leave will be granted for the number of days prescribed by the employee's doctor.

Notification by the employee of her intent to return from a pregnancy-related disability leave must be according to the following timetable:

1. Prior to taking the leave, the employee will inform the Superintendent or his/her designee as to her anticipated date to be physically able to return to work, as verified in writing by her physician, if a child care leave hasn't been requested.
2. Confirmation of the actual date that an employee is released by her physician to return to work must be provided to the Superintendent or his/her designee, in writing, prior to said date. Whenever possible, a ten (10) working day notice of the specific date of return to work should be provided to the Superintendent or his/her designee so as to insure a continuity of work schedules.
3. Employees who are returning to work immediately following a pregnancy-related disability leave shall return to their regularly assigned position.

F. Family and Medical Leave Act Option

Family and Medical Leave Act Option

1. In addition to sick leave per section 4.2, staff members shall be granted leave per the Family and Medical Leave Act of 1993. The Board shall run a staff member's available

paid sick leave and/or personal leave concurrently to cover some or all of the FMLA leave period.

2. Eligible staff members for FMLA purposes are those who have been employed for at least 12 months and who have worked at least 1,000 hours in the previous 12-month period. Such “eligible teacher” is entitled to a total of twelve (12) work weeks of unpaid leave during any 12-month period for one or more of the following reasons:
 1. birth and/or first-year care of a child;
 2. the adoption of a child or the placement of a foster child; including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date;
 3. to care for a spouse, son, daughter, or parent who has a serious health condition;
 4. a serious health condition that makes the staff member unable to perform the functions of his or her job.
 5. The existence of a qualifying exigency arising out of the fact that the staff member's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided in federal rules.
 6. To care for the staff member's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided by federal rules. If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above. A staff member may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.
3. Notification of Leave

Where leave is due to an event which is foreseeable, the staff member shall give thirty (30) calendar days written notice before the leave is to begin. In cases of emergency, written notice shall be given as soon as practicable. The Board may waive the notice requirements.

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4. Benefits Protected During Leave
 1. During this leave the Board shall maintain and pay for all insurance coverage under the same conditions coverage is provided to the staff member as if the staff member had not taken leave.
 2. Sick leave benefits and personal leave benefits shall run concurrently during this leave.
 3. For purposes of determining contractual continued service (tenure), length of continuing service with the District and advancement on the salary schedule, a school year shall be counted only if the staff member actually teaches/performs job specific assigned duties or is otherwise present or participating in the District’s educational program for one hundred twenty (120) days or more, provided that the days of leave under the federal Family Medical Leave Act that the staff member is required to take until the end of the school term shall be considered days of teaching or participation in the District’s educational program.
5. Restoration to Position Following Leave

If returning from FMLA leave occasioned by the staff member's own serious health condition, the staff member is required to obtain and present certification from the staff

member's health care provider that he or she is able to resume work. A staff member returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

G. Unpaid General Leaves of Absence

The Board may grant leaves of absence to full-time employees for other purposes, which it deems to be of benefit to the District. Such leaves will be without pay and Board-paid benefits. They will not exceed the balance of the current school year, and shall be subject to the provisions covering such leaves in administrative regulations. If one (1) additional year is requested, the Board will consider the request upon receiving a recommendation from the Superintendent, with the Board retaining its discretion to approve or disapprove any request.

Employees on approved leaves may participate in available insurance programs but at their own expense. Teachers on leave shall retain previously accumulated sick leave and salary schedule position. On or before each February 1 of the year the leave is in effect, the employee shall give notice of intent to return. Notice shall be sent to the Superintendent. In the event an employee fails to notify the Superintendent, a resignation shall become automatic. If notice is provided, every reasonable effort will be made to find a position that he/she is qualified to handle, with no guarantee that a position will be forthcoming.

H. Conference Leave

1. Procedure for Approval

After written application to and with the approval of the Superintendent or his designee, support staff members may be released with full pay to attend workshops, visit exemplary programs and participate in other work-related growth activities.

At the time of approval, the Superintendent shall indicate which expenses, if any shall be provided by the District.

2. Responsibility to Complete a Report

After preparation, a written report shall be submitted to the Supervisor and Superintendent summarizing the highlights of the activity. The report shall be submitted within five (5) work days following the conference or visitation.

VACATIONS

A. General Statement

The School District believes that it is in the best interests of the employee and the School District for everyone to take an annual vacation. The employee may request, in writing to the Superintendent, to work in lieu of a scheduled vacation. The Superintendent may grant this written request but is not obligated to do so for any or all requests.

B. Accrual (Earned) Vacation Time

Vacation time is earned, on a prorated basis, beginning immediately after the successful completion of the probationary period through the following July 1. During the subsequent full years of employment, vacation time is accrued (earned) as follows:

Year 1 through year 4 earns 10 working days of vacation
Year 5 through year 13 earns 15 working days of vacation
Year 14 or more earns 20 working days of vacation.

C. Use of Vacation Time

Vacation time earned in any fiscal year (July 1-June 30) shall be used during the school year immediately following the year in which vacation time is earned. Unused vacation days may not be carried over into another fiscal year. Vacation days can be taken in increments of one hour or more and shall be prorated based on the employees work day schedule.

Employees terminating their employment shall be entitled to all vacation time earned through the date of termination provided they have been in the employ of the School District for one year. The final year of vacation will be calculated on a prorated basis.

D. Requests for Vacation Time

Requests for vacations shall be submitted to the supervisor to whom the employee is responsible and must be approved by the Superintendent. Every reasonable effort shall be made to meet the desires of the employee and the needs of the School District in establishing vacation dates. The Superintendent shall keep a record of vacations earned and the dates taken.

EXHAUSTION OF BENEFIT DAYS (SICK, PERSONAL AND VACATION)

In the event that an employee exhausts all benefit days during the school year, the employee may request an excused day without pay providing that third-party verification of the absence is provided and approved by the Administration.

If approved by Administration, the employee shall not receive pay for the day in question. If the request is not approved by Administration, the employee additionally will receive the appropriate discipline as outlined in Section II.

In the event that an employee has requested more than five (5) consecutive days of excused/unexcused days without pay, the employee will also be required to reimburse the district for a pro-rated amount of the Board portion of the insurance premium.

After five (5) consecutive days of excused or unexcused days without pay, the employee must return to work or request an unpaid leave of absence as outlined in item G of the Leaves section above or request the use of FMLA leave if eligible.

RECOGNIZED PAID HOLIDAYS

A. Recognized Paid Holidays

The School Board recognizes certain days during the school year as paid holidays for twelve (12) month employees. The following days will be observed:

July 4th--Independence Day	Christmas Day
Labor Day	New Year's Day
Columbus Day	
Election Day (Federal)	M. L. King's Birthday
Veterans' Day	Lincoln's Birthday or Presidents' Day
Thanksgiving Day	Casimir Pulaski
Day Friday after Thanksgiving Day	Memorial Day
	Juneteenth

One(1) Floating Holiday, the dates of which are to be determined by the Superintendent

In the event that the state legislature, congress, courts, the state, or federal government shall impose any additional holidays upon school districts, the floating holiday shall be removed and replaced by that imposed holiday. In no event shall employees be entitled to more than fourteen

(14) paid holidays per year.

B. Procedures Governing Pay for Holidays

If the holiday falls on a weekend, it may be observed on a Friday or Monday, if the law so provides. The final decision shall be made by the Superintendent. If unable to schedule on the Friday before or the Monday after, twelve (12) month employees shall receive an additional vacation day.

Full-time employees will be eligible for 7 1/2 hours pay at their straight time rate, provided the full-time employee works the last scheduled working day before the Holiday and the first scheduled workday after the Holiday. This provision is designed to discourage the use of sick days immediately prior to or after a scheduled Holiday. This provision is not designed to penalize employees who have an approved scheduled vacation immediately prior to or during a week that includes a Holiday. Employees on extended medical leave (excluding Workers' Compensation cases) are also entitled to Holiday pay.

C. Holiday while on Vacation or Unpaid Leave

If a holiday falls within a scheduled vacation period, the employee will receive an additional day of vacation. If a holiday falls during a period of unpaid leave of absence, no pay will be given for the holiday.

RETIREMENT

A. Retirement

For those employees retiring from service with the School District under the Illinois Municipal Retirement Fund:

1. For each full day of accumulated sick leave not used by an employee, other than for additional service credit with IMRF, the employee will accrue thirty (30) minutes of bonus time to be paid to the employee by the District in the employee's final year of employment at the employee's final per diem rate of pay; provided, however, that the employee gives the District one full year's notice prior to retirement.
2. Twelve month employees

The employee may elect to have the School District pay the employee for those vacation days earned in the employee's last year of employment with the District, but unused, to a maximum of twenty (20) days, at the employee's final per diem rate of pay; provided, however, that the employee gives the District one full year's notice prior to retirement.

SAFETY

A. Safety Regulations

It is expected that all employees will assist in carrying out the safety program and make recommendations whenever they feel it is necessary to do so. The responsibility for safety in your work location must necessarily rest principally on you.

Although every possible precaution is taken to provide the safest working conditions, the responsibility for accident prevention rests upon each and every one of us. Let's all observe the simple rules of common sense and good behavior--the two best means of preventing accidents.

Know the location of exits and fire fighting equipment! Know all the emergency procedures so as to be able to assist students in an emergency situation.

B. Policy - Injury

If you should have an accident, regardless of how small it may seem, it must be reported to your supervisor or the District Office immediately so that a thorough report can be prepared. "Immediately" is defined as the first opportunity, promptly and without any delay. This is important because the District pays for Workman's Compensation Insurance in connection with personal injuries received on the job, and the job policy requires that such accidents be reported to the Supervisor immediately. A drug and alcohol screening will be authorized to the health care provider when an employee is evaluated as a result of an injury.

Failure to immediately report an accident may create problems for you in regard to the requirement of proving that the injury was sustained in the course of your employment. If you fail to report injuries, you may lose compensation benefits.

On occasion, it is required that additional visits be made to a physician after the first day of the injury. If the appointment falls within your regular working hours, it is the direction of management that this time be paid by the District, as a matter of good will extended to you. This privilege has been extended in the past and has never been abused; therefore, the management assumes that this course of conduct will continue.

Regardless of when an accident occurs on the job, you cannot be paid more than the regular shift for that day.

Remember, also, that if the physician indicates that a given amount of time be taken off due to an injury, you must not report to work until that period of time is completed and the physician releases you, with the content of the release being with no restrictions and acceptable to the District.

CONCLUSION

A. Warning System

The following section will introduce you to the Warning System. It is our sincere hope that in your case, we will never have to use it.

With employee conduct and disciplinary rules and regulations, there are unpleasant but necessary penalties that result from the violations of these rules. The warning system is provided to mechanize and regulate the application of penalties.

The main purpose of the Warning System is to correct your behavior before it becomes too late. It is extremely important for you to understand that only when the initial warnings are ignored by you, penalties are levied.

Before a supervisor issues a warning slip, all details will be obtained and the issuance of the warning slip will be approved by his superior. The warning slip will indicate the details of the violation and will be signed by the supervisor.

Remember, you bring upon yourself the issuance of a warning slip when you violate a rule or policy.

B. Revision of Handbook Policies and Procedures

Changing times and circumstances will undoubtedly necessitate changes in these policies and procedures. This coupled with suggestions will make it necessary to revise these policies and procedures from time to time. It is each employee's responsibility to keep informed about these changes as they are posted and/or distributed.

SECTION II

EMPLOYEE CONDUCT AND DISCIPLINE

RULES AND REGULATIONS

FOR

EDUCATIONAL SUPPORT PERSONNEL

SUBJECT:

Employee Conduct and Discipline/Rules and Regulations for Hourly Employees

GENERAL:

The purpose of these rules and regulations is to provide guidelines for the fair and consistent treatment of all employees. It is the policy of Coal City Community Unit School District No. 1 to encourage and recognize good performance whenever possible, and to administer corrective discipline only when necessary to improve poor performance, increase overall productivity, and/or insure safe and efficient operations.

In general, the School District expects all employees to give reasonable and productive efforts on the job whenever they are being paid by the School District. Employees are required to adhere to instructions by their supervisors, observe good safety practices at all times, and be responsible for maintaining School District property within their assignment areas. Consistent high standards are expected of all employees, and reliable attendance records shall be part of these standards.

The basic approach to the School District's responsibility to maintain its standards is through CORRECTIVE DISCIPLINE. CORRECTIVE DISCIPLINE may range from timely warnings for minor infractions, disciplinary layoffs without pay and/or discharge for serious offenses or repeated infractions.

PROCEDURES:

In the event an employee demonstrates willful, negligent or below standard performance, including insubordination, he/she will be disciplined as follows:

Groups I & II

The time element relative to discharge in Group I and Group II rules and regulations, with the number of written reprimands indicated, remains open during your career in the school district and subject to review by the Superintendent.

Group III

Whenever an infraction occurs in one of these rules and regulations, an employee is subject to discharge.

ADMINISTRATION:

The School District reserves the right to weigh each case, taking into consideration the individual merits of each situation and acting accordingly. All reprimands and/or notices of suspensions and/or discharge shall be placed in an employee's permanent personnel file.

Any special considerations that may cause a change in one of the above listed areas of CORRECTIVE DISCIPLINE be reviewed and approved in writing by the Superintendent.

The School District reserves the right to increase, modify, change and/or amend these Rules and Regulations at any time, and shall retain the sole discretion as to implementation and application of the School District's work rules and regulations.

GROUP I

First Offense:	Written
Warning Notice Second Offense:	Three Days Suspension without
Pay Third Offense:	Discharge

Group I Rules and Regulations include:

1. a. ABSENTEEISM

The nature of our work requires employees to attend regularly and timely as scheduled. If an employee is unable to attend, he/she is required to call his/her immediate supervisor, the Director of Fiscal Services or building principal whoever is appropriate. The building principal or appropriate supervisor will make a determination if an absence is unexcused. Records will be retained on a fiscal year (July 1 - June 30) basis. During each twelve month period the first unexcused absence will be considered the first recorded offense for disciplinary action and handled as listed above, with the second and third offenses handled in the same manner. Any employee who is absent without calling or reporting his absence for three (3) consecutive days will not be entitled to a verbal warning but will be considered to have voluntarily quit his/her employment.

b. TARDINESS

As with absenteeism, tardiness or leaving the job early can cause the District and fellow employees undue hardship. Tardiness can reach the point of rendering an employee no longer suitable for employment. An employee is considered tardy if he/she is not at or available to his/her work station at the time specified at the beginning of the work day. Records will be retained on a fiscal year (July 1 - June 30) basis. During each twelve month period each employee's supervisor retains the prerogative to excuse a tardy situation for an acceptable reason not to exceed five (5).

With reference to unexcused tardiness, the first two (2) will result in verbal warnings, with the third such situation being recorded as a disciplinary offense and handled as listed above. The fourth unexcused tardy will be handled as the second offense as listed above, with the fifth unexcused tardy being the third and final offense as also listed above.

To assist employees in reversing a trend of unexcused tardiness, the written warning will result in a meeting between the employee's immediate supervisor and the Principal or Superintendent. The purpose of the meeting will be to review the seriousness of the trend, along with attempting to discuss alternatives in an employee's schedule so as to eliminate future tardiness.

c. OVERTIME LEAVES OF ABSENCE OR VACATIONS

Vacations and leaves of absence often facilitate absenteeism. Management judges these situations as any absenteeism case and an individual may be discharged or considered to have voluntarily quit.

2. Leaving the assigned work area without permission.
3. Creating or contributing to unsafe or unsanitary conditions.
4. Horseplay, malicious mischief or other undesirable conduct on School District property.
5. Stopping work, or leaving work area, before designated time for break period, if applicable by the appropriate negotiated agreement, lunch period or quitting time.
6. Failure to start work promptly at the start of shift, end of lunch period or breaks.
7. Loafing in washrooms or elsewhere.
8. Incompetency-including failure to maintain a reasonable standard of performance.
9. Posting signs or notices on School District property without management permission.
10. Failure to keep the School District informed as to current address and telephone number.
11. Failure to report an accident and/or injury in which the employee was involved.
12. Parking in an unauthorized area.
13. Reporting to work without uniforms or proper attire, if so required.
14. Reading personal materials on the job.
15. Carelessness or neglect in observing School District safety rules or disregarding safety practices.
16. Failure to follow established building security procedures including setting electronic surveillance equipment and securing all doors and windows.

GROUP II

First Offense: Three Days Suspension Without Pay or
Discharge Second Offense: Discharge

Group II Rules and Regulations include:

1. Using tobacco products on school property.
2. Performing personal work on School District time, or without authorization from the management.
3. Removing or defacing School District documents, files, estimates, signs, notices or property.
4. Threatening, intimidating or coercing fellow employees, including management personnel.
5. Solicitation on School District time and distribution of literature on School District property without approval of management.
6. Reporting for work or working while under the influence of alcohol, drugs or narcotics, or illegal controlled substances.
7. Willful or careless abuse of School District property, equipment or tools.
8. Unauthorized use or removal of School District property, including tools and equipment.
9. INSUBORDINATION: Refusal to perform assigned work or refusal to carry out any reasonable orders of supervisors.

a. REFUSAL TO OBEY DIRECTION

An employee is expected to follow instructions whether or not he/she agrees. Any directions considered to be unfair may be challenged through proper procedure of grievance after the fact. The only exception would be where life, health or safety might be endangered.

b. ABUSIVE LANGUAGE

Language used to abuse, embarrass, ridicule or degrade a supervisor or fellow employee is considered an insubordinate act. Normally, the person will be warned once and discharged for any future offense. Coupled with refusal to follow instructions, the act will result in immediate discharge.

c. DISRESPECTFUL ATTITUDE

Defiance and disrespectful attitude in an attempt to undermine general morale and discipline may result in immediate disciplinary action.

10. Deliberately restricting work output.
11. Sleeping on the job.
12. Failing to disclose or concealing defective work.

GROUP III

First Offense: 5 Day Suspension Without Pay or

Discharge Group III Rules and Regulations include:

1. Deliberate non-performance of assigned duties.
2. Deliberate damage or wasting of property, tools, equipment, or materials of the School District or of another employee.
3. Willful and/or flagrant abuse of patrons of the School District.
4. Falsification of records (applications, time cards, job cards, etc.). This includes misrepresentation of facts to obtain employment.
5. Giving false testimony when School District accidents are being investigated.
6. Gambling on School District property.
7. Physical aggression toward another individual in the school setting.
8. Theft of property of employees.
9. Theft of School District property (property, merchandise and/or cash), removal from the School District premises of any article, or any type of dishonesty.
10. Possession or use of alcohol, drugs, knives, firearms, explosives, or any illegal controlled substance on School District property.
11. Hitting personnel, including supervisors.
12. Failure to maintain a valid driver's license to operate School District vehicles if having such a license is a condition of employment (driving a School District vehicle when license is either suspended or revoked).
13. Revealing any School District privileged information to any unauthorized individual.
14. Misconduct outside of the School District which affects the employee's ability to work effectively.
15. Conviction on any felony charge, with suspension occurring immediately upon the Administration becoming knowledgeable of an arrest on a felony charge as confirmed by the appropriate law enforcement officials.

CONCLUSION

The Management of the School District hopes this Handbook will give you a better understanding of your working conditions. The School District is going through a number of changes, which will necessitate changes in guidelines, practices and procedures from time to time. The Management encourages suggestions and/or recommendations, which should be directed to the Superintendent through your supervisor. Together we can continue to make the School District a pleasant place to work.