

# **Stark County CUSD #100**

## **Non-Certified Employee Handbook**

**2018-2019**

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## *Introduction*

### **A Word of Welcome**

Welcome to Stark County CUSD #100. We take this opportunity to extend our best wishes to you. This Employee Manual has been prepared to provide you with an understanding of our policies and benefits, as well as our expectations of you as an employee. This manual does not necessarily represent all procedures or policies in force. Other policies can be found in the Board of Education Policy Manual, available in all building offices for your perusal. Again, welcome to the Stark County CUSD #100. Together, we will work to provide excellent services to students.

## **Mission Statement**

Stark County CUSD #100's mission is to provide a strong educational foundation that prepares students to realize their greatest potential.

Board of Education  
Stark County District #100

### Non-Certified Employee Defined

School district employees in positions which do not require teaching certificates are "Non-certified Employees."

All Non-Certified Positions:

Employment Days	Positions
12-month	Maintenance Supervisor Custodian Unit Office Secretary Bookkeeper Transportation Director Technology Coordinator
231	Building Secretary
190	Food Service Director
180	Head Cook
178	Asst. Cook
175	Miscellaneous Nurse Paraprofessional Library Aides *Cook's Helper Bus Driver – regular routes Bus aides – regular routes Crossing guard
Up to 144	Health/Aide

\* Subject to board direction

### Handbook Modification

These policies are subject to change and may be modified, supplemented or deleted as the need arises by the Board of Education. This handbook does not contain all the policies and procedures of the Stark County CUSD #100 as adopted by the Board of Education. Periodic modifications may be required to adjust to changing conditions and regulations. Stark County CUSD #100 reserves the right to revoke, discontinue or alter existing policies at any time in its sole discretion. Changes or additions

to the manual/handbook will become effective when notice of changes is given by Central Office administration to the employee(s) covered by such changes.

### **Handbook Purpose**

The purpose of this handbook is to clearly define employee work practices.

### **Employee Handbook Receipt**

On the last page of this handbook is an “**Acknowledgment of Receipt of Stark County CUSD #100 Handbook**” form that must be completed after you have read this handbook. Please send in this acknowledgment of receipt to the Board of Education Office.

## ***General Information***

### **Equal Employment Opportunity**

The Stark County Public School District is committed to a policy of equal employment opportunity. We do not discriminate against job applicants or employees on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status, sexual orientation or any other status or condition protected by applicable federal or state statutes and regulations in determining the suitability for employment, compensation, promotion, transfers, training, education, social and recreational programs or termination, except where a bona fide occupational qualification is applicable.

All employees are required to abide by these policies and to act affirmatively to ensure equal participation in all available opportunities.

Employees are strongly encouraged to report all violations of this policy to their immediate supervisor. However, should an employee’s immediate supervisor be involved in the violation, the employee should report the incident to the superintendent or his/her designee. Such notice shall be in writing and contain a summary of the nature of the discriminatory conduct alleged. A copy of the notice should be sent to the superintendent, or if the superintendent is alleged to have discriminated, to the president of the Board of Education.

### **Handling Complaints**

The Stark County School District strongly desires that all problems be resolved on an individual basis and in a timely manner. The following is the procedure to allow employees to bring problems and complaints to the District for review and resolution:

1. The first step should be a candid and sincere discussion between the employee and his/her immediate supervisor, typically the building administrator. The only exception should be for matters involving possible illegal or improper conduct of supervisors.

2. A written complaint must be filed within 10 calendar days of the occurrence. The building administrator is to arrive at a resolution within 10 calendar days.
3. If the building administrator's resolution is not satisfactory, the employee is afforded the right to appeal to the superintendent. To appeal, the employee must present his/her complaint in writing, stating the facts which gave rise to the complaint within 10 calendar days.
4. If the resolution at this level is not satisfactory, the employee should appeal to the Board of Education.
5. If the employee believes the complaint involves unlawful discrimination, he/she may bring the complaint directly to the Superintendent.

## **Sexual Harassment**

Stark County District #100 is committed to providing a work environment where men and women can work together comfortably and productively, free from sexual, ethnic, racial or other forms of discriminatory harassment. Such behavior is illegal and will not be tolerated. Both federal and state laws, as well as School Policy, prohibit such behavior.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offense include, but are not limited to, conduct which has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

If an employee is in any situation that is uncomfortable, or has witnessed any sort of harassing behavior, the employee is strongly encouraged to report the situation immediately to one of the principals who serve as the Nondiscrimination Coordinators.

Confidentiality shall be maintained for any employee who raises a sexual harassment complaint.

## **Child Abuse and Neglect Reporting**

A District employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Illinois Department of Children and Family Services. The employee shall first notify the building administrator that a report has been made. If the building administrator is not available then the employee should notify the superintendent.

Employees shall sign a statement to the effect that the employee has knowledge and understanding of the reporting requirements of the Abused and Neglected Child Act. The Mandatory Reporter form is part of the employment packet distributed at the beginning of employment.

### **Contagious Disease Policy**

The Superintendent shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with State and federal law, Illinois Department of Public Health rules, and School Board policies.

An employee with a communicable or chronic infectious disease is encouraged to inform the Superintendent immediately and grant consent to being monitored by the District's Communicable and Chronic Infectious Disease Review Team.

Employees with a communicable or chronic infectious disease will be permitted to retain his or her positions whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions.

### **Americans with Disabilities Act**

Stark County CUSD #100 complies with the Americans with Disabilities Act and all applicable state and local laws prohibiting discrimination in employment against qualified individuals with disabilities. The District will provide reasonable accommodations for individuals with disabilities in accordance with the ADA and state and local laws.

### **Criminal Background Check**

The District shall not knowingly employ a person for whom a criminal background investigation has not been initiated and who has been convicted of committing or attempting to commit a crime as enumerated in the Administrative Code.

## **Employment and Hiring Policies**

### **Employment At-Will**

Unless otherwise specifically provided, District employment is at-will. This means that employment may be terminated by the District, or the employee, at any time for any reason or no reason. The exception is a dismissal for reduction in force which requires 30 days notice before the employee is removed or dismissed. For the purposes of reduction in force, non-certified personnel are granted

seniority and recall rights within their respective categories of position. Nothing in School Board policy is intended or should be construed as altering the employment at-will relationship.

## **Evaluations**

A supervisor will review each employee's performance on an ongoing basis to ensure that good performance is recognized and appropriate suggestions for improvement are made when necessary. A written evaluation shall take place at least once a year. The written evaluation is to be signed by both the supervisor and the employee. A supervisor may conduct special evaluations at any time.

All evaluations will be kept in the employee's personnel file. All content derived from an employee performance evaluation will remain confidential. Employees can contribute comments and suggestions during the evaluation. Evaluations are subject to review by supervising administrators. Evaluations are based on job performance in such areas as:

- Quality of work
- Productivity
- Initiative
- Teamwork
- Job knowledge/skills
- Safety
- Attendance and punctuality

Any employee whose work is judged unsatisfactory or who does not comply with the rules, regulations, and administrative policies of the school, district, or of the Board of Education, may be suspended, discharged, or demoted.

## **Job Descriptions**

Each position has a job description. Copies of the job description are to be filed at both the site of the position and at the central office. It is the responsibility of the employee and immediate supervisor to keep the job description updated and on file.

## **Personnel Records**

A personnel file will be maintained on each employee and former employee at the District's Administrative Offices. This file will contain factual information regarding employment with the Stark County CUSD #100, including the beginning work date, wage rate, job performance, any on-the-job accidents, reports of any disciplinary action taken for infraction of rules, wage increases, recognition and awards received and suggestions submitted to management.

1. To ensure the personnel file is current, it is the employee's responsibility to notify the Superintendent or his designee promptly of any changes in name, address, telephone number, marital status, number of dependents, beneficiary designees, emergency contacts and so forth.
2. Employees may review his/her personnel file at reasonable intervals in the presence of a designated administrative person, provided an appointment is scheduled in advance.



3. Employees may submit corrections or comments on any material in the file that is considered inaccurate.

### **Professional Development**

Employees are expected to keep current in regard to new skills and procedures related to his/her job position. In addition, the building administrator or supervisor may require attendance at necessary professional development activities.

### **Notice of Vacant Positions**

1. Information regarding positions, including extracurricular positions, which are available shall be posted for a period of at least five (5) working days. Building administrators will be involved in describing the vacancies in their buildings in order to more clearly reflect the position which is available. During the summer, the place for all postings shall be in the District's Central Administrative Offices. Every employee will have the right to apply for any position for which he/she is qualified that becomes available. Applications shall be in writing.

### **Seniority**

Seniority means length of continuous service as a regular permanent employee of the District. Classification seniority means length of service within a classification. Seniority shall be measured from the date of hire with the District or within a classification.

1. Classification seniority shall be used for reduction in force, layoff, and recall provided the employee is qualified to perform the duties of the position.
2. If two (2) or more employees have the same seniority, their position on the seniority list for that classification shall be determined by the drawing of lots.
3. All seniority shall be lost upon resignation, retirement, transfer or promotion, dismissal for just cause or upon reduction in force when recall rights expire.

Seniority lists for each classification of position shall be established by the Board on or before February 1 of each year. The lists shall be posted in each building. Each employee shall have until March 1 of each year to file a written objection(s) to his/her placement, or lack of placement, on the appropriate seniority list(s).

### **Medical Exams**

As part of employment with the Stark County Public School District, each employee must complete a T.B. test, and submit a completed health form. An employment offer is contingent on, among other things, satisfactory completion of the health form, T.B. test and a determination by the District that that each employee is capable of performing the essential duties of the position that has been offered, with or without reasonable accommodation. If the assignment must begin before the health form can be completed, the employee has thirty days to have the form completed. During the thirty days, the employee is on probationary status pending the results of the form.

# Code of Conduct

## Employee Conduct Standards

Professional and ethical behavior is expected of all District staff members. The standards listed below serve as a notice of expected conduct. The standards are intended to protect the health, safety, and general welfare of students and employees, ensure the community a degree of accountability within the School District, and define misconduct justifying disciplinary action. The listed standards are not a complete list of expectations, and depending on the factual context, an employee may be disciplined for conduct that is not specifically listed. The conduct standards apply to all District employees to the extent they do not conflict with an applicable collective bargaining agreement; in the event of a conflict, the provision is severable and the applicable bargaining agreement will control.

All school employees shall:

1. Exhibit positive examples of preparedness, punctuality, attendance, self-control, language, and appearance.
2. Exemplify honesty and integrity. Violations of this standard include, but are not limited to, falsifying, misrepresenting, omitting, or erroneously reporting the professional qualifications of oneself or another individual or information submitted in connection with job duties or during the course of an official inquiry/investigation.
3. Maintain a professional relationship with all students, both in and outside the school and attend all in-service trainings on educator ethics, teacher-student conduct, and school, employee-student conduct for all personnel (105 ILCS 5/10-22.39). Violations of this standard, include but are not limited to: (a) committing any act of child abuse or cruelty to children; (b) engaging in harassing behavior; (c) soliciting, encouraging, or consummating an inappropriate written, verbal, or physical relationship with a student; and (d) furnishing tobacco, alcohol, or illegal/unauthorized substance to any student or allowing a student under his or her supervision to consume alcohol or an illegal/unauthorized substance.
4. Maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and violence, and free from bias and discrimination. Violations of this standard include, but are not limited to: (a) using alcohol or illegal or unauthorized substances when on school property or at school-sponsored events, or whenever engaged in job responsibilities; (b) failing to report suspected cases of child abuse or neglect, or of gender harassment; and (c) tolerating student-on-student bullying or harassment.
5. Honor the public trust when entrusted with public funds and property by acting with a high level of honesty, accuracy, and responsibility. Violations of this standard include, but are not limited to: (a) misusing public or school-related funds; (b) failing to account for funds collected from students or parents/guardians; (c) submitting fraudulent requests for reimbursement of expenses or for pay; (d) co-mingling District or school funds with personal funds or checking accounts; and (e) using school property without the approval of the supervising school official.
6. Maintain integrity with students, colleagues, parents/guardians, community members, and businesses concerning business dealings and when accepting gifts and favors. Violations of this standard, include but are not limited to, soliciting students or parents/guardians to purchase supplies or services from the employee or to participate in activities that financially benefit the employee without fully disclosing the interest.

7. Respect the confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements. Violations of this standard include, but are not limited to: (a) disclosing confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results, unless disclosure is required or permitted by law; and (b) disclosing confidential information restricted by State or federal law.
8. Demonstrate conduct that follows generally recognized professional standards and attend all in-service trainings on educator ethics, teacher-student conduct, and school employee-student conduct for all personnel (105 ILCS 5/10-22.39). Unethical conduct is any conduct that impairs the employee's ability to function professionally in his or her employment position or a pattern of behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students.
9. Comply with all State and federal laws and rules regulating public schools and School Board policies, including but not limited to: 2:105 (Ethics and Gift Ban), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:50 (Drug and Alcohol-Free Workplace), 5:60 (Expenses), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Ethics), 5:130 (Responsibilities Concerning Internal Information), 5:140 (Solicitations By or From Staff), 5:170 (Copyright), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:230 (Maintaining Student Discipline), 5:280 (Duties and Qualifications), 5:290 (Employment Termination and Suspensions), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:190 (Student Discipline), 7:340 (Student Records), and 8:30 (Visitors to and Conduct on School Property).

Conviction of any employment disqualifying criminal offense listed in Section 5/21-23a of The School Code will result in dismissal.

Before disciplinary action is taken, the supervisor will conduct a fair and objective investigation to determine whether the employee violated a standard or other work rule and the extent that any violation impacts educational or operational activities, effectiveness, or efficiency. Discipline must be appropriate and reasonably related to the seriousness of the misconduct and the employee's record. Any applicable provision in a contract, bargaining agreement, or State law will control the disciplinary process.

### **Code of Ethics**

Integrity, competence and quality are essential ingredients of professional behavior. Ethical considerations at Stark County CUSD #100 begin with our mission statement, printed in the Introduction of this Employee Manual.

Every employee of Stark County CUSD #100 is obligated to hold in strict confidence any information and knowledge that he or she may acquire concerning the students and staff of the District. Further, any document containing confidential information that is to be thrown away must first be shredded.

An effective educational program requires the services of men and women of integrity, high ideals and human understanding. To maintain and promote these essentials, all employees of the District are expected to maintain high standards in their school relationships.

## **Ethics Act**

By Illinois State Law and Stark County Public School District policy, employees may not intentionally perform any prohibited activity during compensated time. Prohibited activities include, but are not limited to, campaigning for or against any referendum question, activities involving candidates, preparing for any political meeting, soliciting contributions, participating in opinion polls, gathering information, soliciting votes, preparing campaign literature and/or working on a campaign.

## **Telephone Etiquette**

Telephone courtesy with parents, community members and fellow employees creates a friendly atmosphere and supports our district's goals.

- Answer the telephone as soon as possible.
- The suggested greeting to incoming callers is "Good morning/afternoon, state your school/office and your name. How may I help you?" or "How may I direct your call?"
- If you put an individual on hold, say, "Thank you for waiting," when you return to the line.
- Except in emergencies, personal calls are not to be received or made while on duty.
- Return messages or voice mail promptly.
- Callers who are upset should be handled with respect. If a caller uses profane language, the employee should politely inform the caller that profane language is not acceptable, attempt to forward the call to an administrator and if the profanity continues, the caller should be informed that the conversation needs to resume at a different time.

## **Gift Ban**

District employees shall not intentionally solicit or accept any personal gift from any prohibited source (contractors, suppliers, salesmen, or etc.) or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a board member or employee.

## **Drug/Alcohol Free Workplace**

Stark County CUSD #100 seeks to establish a safe, healthy working environment for everyone. All employees are prohibited from being under the influence of alcohol or illegal drugs during working hours. The sale, possession, transfer or purchase of illegal drugs on District property or while performing District business is strictly prohibited. Violations will lead to disciplinary action, up to and including termination.

## **Disciplinary Procedures**

Stark County CUSD #100 views disciplinary procedures as a way of providing employees notice of their deficiencies and opportunities to improve their job performance. Stark County CUSD #100, in accordance with an employee's "at-will" status, may discipline or discharge an employee for violations of policy or any other behavior that it considers unacceptable.

Progressive discipline does not apply to employees as a matter of right. The District may impose greater or lesser discipline, based on its view of all the circumstances. In addition, an employee who accumulates warnings, reprimands or suspensions for varied violations may be further disciplined or discharged based on the District's conclusions concerning the employee's overall record.

Generally, termination will be for insubordination, incompetence, negligence, immorality, failure to abide by the rules, regulations, employee code of conduct and policies of the district, or, when in the opinion of the superintendent the removal of the employee is required for the best interests of the school district.

Nothing in this paragraph or in this manual shall be construed as altering the employee "at-will" relationship.

Alleged violations of the Employee Handbook, Board Policy or State/Federal Law will result in an investigation by the building and/or district administration. Violations of the Code of Conduct include, but are not limited to:

- Theft, fraud, embezzlement and other acts of dishonesty
- Harassment of students, district employees, school volunteers and community members
- Reporting false or misleading information; falsifying school documents or records
- Soliciting or accepting kickbacks/gifts in violation of the Illinois Gift Ban Act.
- Use, possession or being under the influence of alcohol or any illegal substances while on school property or while in attendance at any school related event.
- Engaging in illegal conduct
- Insubordination
- Disrupting the work environment
- Excessive absenteeism or unacceptable patterns of absenteeism
- Intentional submission of incorrect time cards
- Using district property/supplies without prior administrative approval
- Misuse of computers, codes, or passwords as outlined in the District's Acceptable Use Policy for Technology
- Mishandling accounts
- Improper discriminatory practices as defined in board policy and/or law
- Refusing to repay documented overpayment of any compensation
- Possessing firearms or weapons while on school property or in attendance at any school sponsored event
- Threatening any employee, student, volunteer or community member while acting in a position reasonably related to your employment
- Behavior threatening to the reputation of the District including, but not limited to, the use of electronic media or social networking sites as a means to incite public support against the District or any of its employees for strictly personal reasons.
- Leaving work early without approval
- Working overtime without approval
- Unsatisfactory Job Performance

## **Workday Rules and Procedures**

### **Work Hours, Day, Week, Year**

#### *Work Hours*

Daily work schedules vary according to individual school, support site and job needs. The daily work schedule is decided by the employee's immediate administrator or supervisor in relation to job needs.

#### *Work Day*

Employees may work 1 to 8 hours per day depending on the classification of the job.

#### *Work Week*

The regular work week shall start 12:01 a.m. Monday and conclude on Sunday 12:00 midnight.

#### *Work Year*

Stark County CUSD #100 has many employees working a varying number of days according to the needs of the position. For a delineation of positions, please refer to the introduction section of this manual under Non-certified Employee Defined.

12 month employees' work year will start July 1 and end June 30. All other non-certified employees will have their beginning and ending times determined according to district, school and administrative needs.

### **Attendance**

An employee's work schedule has been developed to provide the appropriate service to students and the District. We count on employees to be ready to start work at the appointed time and to work the entire scheduled time.

In the event of sickness or other emergency, employees are required to report an anticipated absence or late arrival to the building contact person. The contact person must know the employees name and the type of absence, i.e., sick, family sick, emergency or bereavement. Always keep the administrator or supervisor advised of the planned return-to-work date. Excessive absences may result in disciplinary action, including termination.

### **Lunch Break**

Any employee who works 5 consecutive hours or more per day is entitled to a 30-minute lunch. The times of lunch are mutually agreed upon between the employee, supervisor and administrator.

## **Breaks**

Federal and State law grant no rights for breaks during the work day. A 10 minute break may be taken if all work is completed and current. Any break must be approved and scheduled through the supervisor.

## **Personal Phone Calls**

Personal phone (including cell phones) use is not permitted during working hours unless for emergency situations.

## **Personal Property**

The school district is not responsible for employees' personal property.

## **Mileage Reimbursement**

Employees required to use their own vehicles for travel in relation to school business as a regular part of the position responsibilities will be reimbursed at the IRS rate established by the Board of Education. Prior approval is necessary, and a Mileage Reimbursement Form must be completed.

# **Time Off**

## **Sick Days, Vacation, Holidays, and Leaves**

### Sick Days

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave for full-time employees shall accumulate to a maximum of 180 days, including the leave of the current year.

Sick leave includes personal illness, or as may be deemed necessary in other cases, quarantine at home, or serious illness, or death in the immediate family. (Immediate family means: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law or legal guardians.) The Superintendent and/or designee shall monitor the use of sick leave.

After 3 days absence for personal illness, or as it may be deemed necessary in other cases, the employee may be required to furnish a certificate of illness from a person licensed under the Medical Practice Act as a basis for pay. If such a certificate is required, the District shall pay any expenses incurred in securing it.

*Reporting Absence*

All employees are expected to report absences because of illness to the building contact person as soon as the decision not to attend work is made. All absences should be reported to an immediate supervisor at least one-hour before the workday is scheduled to begin.

*Full-Time Prorated Sick Days*

If an employee begins working after the start of the school year, his/her sick days will be prorated for the remainder of the school year.

- Example - If an employee working 181 days begins working 20 days after the beginning of the school year, this is the calculation.

$$180 - 20 \text{ (number of days missed)} = 160 \text{ days remaining}$$

$$160 / 180 = .89$$

$$.89 \times 10 \text{ sick days} = 8.9 \text{ sick days granted for the remainder of the year}$$

*Part-Time Sick Day Calculation*

Sick days are prorated for part-time positions.

Vacation

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

<u>Length of Employment</u>		<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</u>	<u>To:</u>	
Beginning of year 2	End of year 5	10 Days per year
Beginning of year 6	End of year 15	15 Days per year
Beginning of year 16	End of year	20 Days per year

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

Holidays

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, 12 month and 231 day district employees will be paid for, but will not be required to work on:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
Abraham Lincoln's Birthday	Veteran's Day
Casimir Pulaski's Birthday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

In cases where one of the above holidays fall on a weekend, 12-month and 231-day employees may be eligible for paid holiday leave on the 'prior Friday' or the 'following Monday' at the discretion of the superintendent, unless either the 'prior Friday' or 'following Monday' is a planned student attendance 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.

### Emergency Leave

Full-time educational support personnel have two paid emergency leave days per year. The use of an emergency leave day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, an emergency leave request should be submitted to the Building Principal 3 days before the requested date.
2. No emergency leave day may be used immediately before or immediately after a holiday, or during the first and/or last 5 days of the school year, unless the Superintendent grants prior approval.
3. Emergency leave may not be used in increments of less than one-half day.
4. Emergency leave is subject to any necessary replacement's availability.
5. Emergency leave may not be used on an in-service training day.
6. Emergency leave may not be used when the employee's absence would create an undue hardship.

### Leaves for Service in the Military and General Assembly

Educational support personnel shall receive the same military, National Guard and General Assembly leaves that are granted professional staff.

### **Personal Leave**

1. Non-certified employees do not receive personal leave.

### **Medical Leave**

Employees who request a medical leave not covered by the Family and Medical Leave Act may be granted a leave of absence. This would be considered a temporary illness or temporary incapacity that renders an employee physically or mentally unable to perform assigned duties. Employees will be required to use accumulated sick leave and/or vacation leave prior to obtaining medical leave without pay.

The District reserves the right to require a physical examination by a District selected physician before or at any time during the leave of absence. Leaves may be renewed at District discretion. After being absent 90 consecutive school days, or 90 days within 120 consecutive school days, in a school year due to illness or incapacity, or exhaustion of sick leave, whichever is greater, such illness or incapacity shall be considered a permanent disability and the School Board may begin dismissal proceedings subject to the provisions of The School Code and the Americans with Disabilities Act.

### **Unpaid Leave**

If an employee has exhausted all available and appropriate forms of leave, unpaid leave may be taken with prior administrative approval. Abuse of the unpaid leave could result in disciplinary action, including dismissal.

### **Bereavement Leave**

In the event of a death in an employee's Immediate Family (as defined under sick leave) bereavement leave shall be allowed up to three (3) days.

### **Maternity Leave**

Maternity leave is granted for 6 weeks (42 calendar days) from the date of birth. A written request should be sent to the Personnel Office requesting the leave. Accumulated sick leave can be used for this period of time. An extension can be requested with a physician's written note. Accumulated sick leave can also be used for the extension. If an employee doesn't have accumulated sick days to cover the length of the absence, the days will be unpaid leave. Finally, additional unpaid leave of 4 to 6 weeks, up to a total of 12 calendar weeks, can be requested under the Family Medical Leave Act.

Employees desiring maternity leave should send written notification to the superintendent or his/her designee as far in advance of such leave as possible.

### **Family and Medical Leave Act (FMLA)**

The following is a summary of employee rights under the Family and Medical Leave Act, federal law 103-3. If the federal law changes, this section will be changed as well.

#### *Eligible Employees*

In accordance with the Family and Medical Leave Act of 1993 (FMLA), employees with at least 12 months of service who have worked an average of more than 24 hours per week over the preceding 12 months (1,250 hours) are eligible for leave under the FMLA.

#### *When Leave Is Available*

Eligible employees are granted unpaid leave for up to a maximum of 12 weeks in any 12-month period for:

1. The birth and first-year care of a son or daughter;
2. The adoption or foster placement of a child;
3. The serious health condition of an employee's spouse, parent, or child; and
4. The employee's own serious health condition.
5. Intermittent leave for childbirth or adoption will not normally be granted.

#### *Procedure for Requesting Leave*

To request leave for a serious health condition, an employee will be required to submit a pre-leave certification from a physician (or other appropriate health care provider) in a letter addressed to the Superintendent indicating the following:

1. The date on which the serious health condition began.
2. The probable duration of the condition.
3. The appropriate medical facts within the knowledge of the health care provider regarding the condition.
4. If for a serious health condition of a family member, a statement that the employee is needed to care for that family member and an estimate of the amount of time needed for the employee to care for the family member.
5. If for the employee's own serious health condition, a statement that the employee is unable to perform the job functions of his or her position.

6. If leave for intermittent medical treatment is requested, then the dates and duration of such treatment.

### **Weather-Related School Closure (Snow Day)**

If school is closed for a weather-related reason or emergency, 12-month employees are required to work. An emergency day or vacation day may be taken if the employee so chooses or finds it dangerous to make the trip to work.

### **Military and Reserve Service**

An employee inducted into the military service of the United States shall be granted an extended leave of absence for the period of their required service in the military.

### **Court Appearances**

An employee called for jury duty when school is in session shall receive full salary during the time the employee is on jury duty. Jury duty remuneration received by the employee shall be forfeited by the employee to the District.

## **Compensation**

### **Compensation**

The School Board will determine salary and wages for non-certified employees. Advancement is dependent on evidence of continuing satisfactory performance as measured by yearly evaluations. The Superintendent or his/her designee is authorized to make assignments and transfers of non-certified personnel.

Each employee is assigned to a level and/or step on the salary schedule appropriate for his/her position. Upon initial employment in the district, an employee may receive credit for previous work related experience as mutually agreed upon by the employee and the Superintendent or his or her designee.

### **Overtime – Compensatory Time**

The Stark County Public School District provides a compensatory time and overtime policy, which complies with the regulations of the Fair Labor Standards Act.

Overtime and comp time must be authorized in advance the administrator and/or supervisor and is paid at the rate of one and one-half (1½) times each employee's normal hourly rate for hours actually worked over 40 hours in a work week (Monday to Sunday). As an employment condition, employees are expected to work overtime when requested.

### *Overtime*

Overtime is time actually worked over a 40-hour regular work week that will be redeemed as pay. All employees will receive compensation for approved overtime work by submitting an approved timesheet.

#### *Compensatory Time*

Comp time is time worked over an employee's regular work week that will be redeemed as time off.

To receive and redeem comp time, employees must be granted approval from the building administrator and record the information on his/her time sheet. All requests should be made at least 48 hours in advance. The administrator may make an exception to the 48 hours notice in emergency situations. It is preferred that comp time be taken when children are not present. Comp time should be used in the year which it is earned.

#### **Employee Classification**

*Full-time Employees* - Persons employed by the Stark County District #100 who are regularly scheduled to work 30 hours or more per week.

*Part-time Employees* - Persons employed by the District who are regularly scheduled to work less than 30 hours per week.

Stark County District #100 will inform each employee of his/her employment classification upon hiring.

#### **Pay Procedures**

Payroll notices/checks will be distributed to each employee on the 5<sup>th</sup> and the 20<sup>th</sup> of each month or the work day preceding, if the regular pay date falls on a weekend or holiday.

If employees are not scheduled to work during summer months, checks will be mailed to them.

All employees will be enrolled in direct deposit if hired after July 1, 2000.

Timesheets must be turned in to the building principal's office by 12 noon of the Monday following the last date on the employee's timesheet.

State and federal laws require the Stark County CUSD #100 to make deductions from employees' pay for federal income tax, FICA taxes, state income tax, IMRF (if applicable), Social Security and Medicare. Such payments are sent by the Stark County CUSD #100 to the appropriate governmental agencies. In addition, any authorized voluntary deductions (for example, health insurance contributions) will be automatically withheld from the paycheck.

## **Benefits**

### **Benefits – General Statement**

An employee must work 30 hours each week to be eligible for the health insurance, life insurance or HRA benefits.

## **Eligibility Requirements for District Benefits**

*Medical Insurance* – All employees who work 30 hours per week or more are eligible for the medical insurance. Employees who work 30 hours per week or more are considered full time and are eligible for the total district portion on the single premium as defined in the teachers' collective bargaining agreement.

*Life Insurance* – All employees who work 30 hours per week are eligible for the life insurance.

*HRA* – An employee who works 30 hours per week may be eligible for enrollment in the district HRA in lieu of health insurance if the employee belongs to a separate group health plan through his/her spouse.

*403(b) Plans* – All employees are eligible to participate in a 403(b) plan. The district 403(b) plan documents enumerate the eligible vendors and all the stipulations surrounding withdrawal, rollovers, loans, employee responsibilities, etc.

## **State and Federal Benefits**

### **COBRA – Continuation of Health Insurance**

If employees have been covered by Stark County CUSD #100' health insurance and leave the District for any reason, are laid off for an extended period or are terminated, employees have the right under the federal COBRA statute to continue coverage on a temporary basis with the group health insurance plan, provided the employee pays the full cost of such benefits.

### **Worker's Compensation**

The Stark County Public School District provides worker's compensation insurance as designated under the Illinois Worker's Compensation Law. When a work-related accident occurs, the immediate supervisor and Central Office must be notified immediately. The injured employee must complete an injury report as soon as possible. These reports are located in the main office of each building. If the employee is off work due to a work-related injury, there may be compensation available through worker's compensation. Failure to report an injury may result in loss of insurance compensation. Consult the Benefits Coordinator for any questions about claims. (See attachments A, B, C, D and E for additional direction related to employee and employer responsibilities related to workers' compensation.)

### **IMRF Pension System**

All non-certified employees, whose position requires more than 600 hours of work per year, must contribute to IMRF (Illinois Municipal Retirement Fund). Complete information regarding IMRF benefits may be secured from the Unit Office.

When planning to retire, it is suggested that employees contact the Personnel Office 6-12 months before the intended retirement date.

## **Safety and Health**

### **General Safety Rules**

Stark County CUSD #100 desires to maintain a safe work environment for all employees. Safety is everyone's full-time job. No job is so important and no job effort is so urgent that the employee cannot take the time to perform work safely.

To maintain a safe environment all employees must abide by the following guidelines:

1. Each employee shall comply with Occupational Safety and Health Act standards and all rules, regulations and orders that apply to his/her own action and conduct.
2. Each employee should report all unsafe conditions to the administrator/supervisor at once.
3. Each employee should report all injuries, however slight, to the administrator/supervisor immediately.
4. Good housekeeping throughout the facility is essential to safety, efficiency and satisfactory working conditions. Please help keep the facilities clean and neat.
5. Employees are encouraged to submit safety suggestions.
6. Employees should observe activities on District property for unsafe conditions which may lead to injury; and report all potential safety hazards to their supervisors.
7. Employees should work with supervisors to develop and maintain a program of safe conditions and practices for the welfare of the students, faculty, employees, volunteers, visitors and other invitees.
8. Employees must follow the safety guidelines specified in the Safety and Risk Management Plan for Stark County District #100.

Employees are expected to cooperate with management on all safety and health procedures and to make proper use of all equipment and devices provided for such purposes. The District may provide additional safety training as needed or may post rules and regulations on the bulletin board.

### **Violence and Weapons**

Stark County CUSD #100 is concerned about the safety of its employees, students and visitors. The possession or use of weapons (such as knives and guns) is strictly prohibited on District premises. Violations may result in disciplinary action, up to and including immediate dismissal and arrest. Work place violence of any kind must be reported to the supervisor.

### **Smoking**

The Stark County Public School District is tobacco free. The use of tobacco products on school property is not permitted. Further, state and federal laws prohibit smoking on school properties. This prohibition is in effect at all times, including all extracurricular and co-curricular activities.

## **Fire Prevention**

Each location is equipped with fire extinguishers, multiple exits, and fire exit plans. In the event of a fire, follow these procedures:

1. If possible activate the fire alarm by pulling the nearest alarm box.
2. Follow established evacuation plans.
3. Only trained and qualified employees should attempt to extinguish electrical fires.

Stark County Public School employees must be alert at all times for potential hazards and report them at once to the building administrator or supervisor. Employees shall take appropriate steps to eliminate and prevent fire hazards.

Evacuation instructions are posted in each work area on procedures to follow in case of a fire. Each building in the District will periodically conduct practice drills.

Note the following rules:

1. Employees shall observe the "No Smoking" policy on all School District property.
2. Employees shall take appropriate steps to eliminate and prevent fire hazards.
3. Know the location of fire extinguishers, fire alarm pull stations, and an emergency telephone in the event it becomes necessary to call.

## **STARK COUNTY CUSD 100 EARLY RETURN TO WORK (ATTACHMENT A)**

### ***POLICY***

The health and well-being of all employees is of great importance and concern to Stark 100. It is well documented that injuries affect the whole body and that effective rehabilitation and treatment must address the whole body. A part of that treatment includes the concept of keeping physically and mentally active within the restrictions of the particular injury. Stark 100 will make every effort to provide its employees the opportunity to maximize their rehabilitation and physical therapy and enable their early return to work.

### ***RESPONSIBILITY***

Stark 100 staff is charged with the responsibility of providing medical and disability benefits through the Worker's Compensation program, to employees who are injured on the job. The administration of a return-to-work program, including light duty or alternate duty assignments, is a responsibility of the District.

### ***SUPERVISOR***

If it is determined at the time of any injury, that the disability will exceed five working days, the supervisor shall review the employee's job duties and of potential alternate duty work available within the employee's department.

### ***RISK MANAGEMENT AND SAFETY***

Upon receipt of the injury report and supervisor's comments, the District will consult with the treating physician regarding alternate duty assignments. With the concurrence of the treating physician, Stark 100 will be advised of the employee's release to return to an alternate duty assignment within the restrictions established by the physician.

### ***SUPERVISOR/EMPLOYEE***

The employee will be advised by the supervisor of the alternate duty chosen and will be assigned such duty for a period not to exceed 90 days or until such time as the restrictions are changed or withdrawn by the physician. The 90 day period may be extended upon recommendation of the attending physician so long as medical progress toward end of healing is being made.

### ***DEPARTMENT/UNIT***

If, at the end of the healing period, the employee's permanent restrictions preclude a return to their former position, it is the responsibility of Stark 100 to place the employee on the campus and within the restrictions whenever possible. Reasonable accommodations consistent with EEO and ADA guidelines will be made. Administration will consult with other departments/units in an attempt to secure a job placement for the employee if none can be found in the employing department.

### ***Human Resources and Diversity***

If placement is not established within 30 days of the disability determination, after end of healing, the matter will be decided by the Superintendent.



## Medical Information Release (ATTACHMENT B)

To Whom It May Concern:

I, \_\_\_\_\_, (print full name of injured person) hereby authorize you to furnish insured's name, insurance companies name or its representative, any and all information you may have concerning me with respect to any illness, injury, medical history, consultation, prescription or treatment, including x-ray plates and copies of all hospital and medical records. A photo static copy of the authorization shall be considered as effective and valid as the original.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

(ATTACHMENT C)

## Memo

To:

From:

Date:

**Re: Medical Treatment for Work-related Injuries**

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As a cost containment for Stark 100 and as a service to our employees, we have entered into an informal relationship with the Illinois Work Injury Resource Center (IWIRC); 736 SW Washington St, Peoria, IL 61602, to provide prompt medical care for our employees who sustain a work-related injury.

If you suffer a work-related injury, you need to do the following:

- Immediately report your injury to the appropriate administrative office.
- Seek appropriate medical treatment. The number for IWIRC is 309-497-0300. Their office will see that you receive prompt medical attention with one of their physicians.

**PLEASE NOTE:** Employees who are faced with a serious or life-threatening injury should seek immediate medical attention.

Please be advised that Illinois Workers Compensation laws provide that an injured employee can select two physicians of their choosing. We are requesting your assistance by utilizing IWIRC for your medical treatment when possible.

Costs for medical services covered by the Illinois Workers Compensation Act are the responsibility of the employer. Other medical costs incurred are the responsibility of the employee and his or her health insurance program.

## **Work Related Injuries Employee Responsibilities (ATTACHMENT D)**

The District carries workers compensation insurance for the benefit of employees who are injured while on duty and that are subject to IL workers compensation laws. If you should become injured please follow the instructions as outlined below:

- [1] Report all injuries to your immediate supervisor as soon as possible, but no later than by the end of the day. All injuries/incidents are to be reported regardless of how insignificant the injury may appear.
- [2] The District has established an informal relationship with I, to treat our employees for work related injuries. Should you require medical attention for a work related injury we ask that you use this medical provider. This medical provider has agreed to provide immediate medical treatment for the benefit of our employees who are injured at work. IL work/comp law allows you two physicians of your own choosing.
- [3] If a work related injury requires you to miss work you will need to provide your immediate Supervisor with a medical release from your doctor. The District will attempt to work with your doctor to make alternative duty/work available where possible.
- [4] When you return to work, you must provide your immediate supervisor with a written release to return to work from your doctor. You should contact your immediate supervisor as soon as you know that you will be returning to work, so that you can be rescheduled for work.
- [5] If you incur medical bills, you are to provide copies of the bills to your employer or directly to the District's workers compensation insurance company as soon as possible. Please do not hold medical bills until treatment for your injury has been concluded, this will only delay payment of your bills.
- [6] You should keep your employer and the insurance company claim adjuster advised as to the status of your treatment and your recovery. Should you have any questions/concerns about the handling of your workers compensation benefits please contact the administrative office and let them assist you with your questions/concerns.
- [7] If you are released from work, workers compensation will pay your lost wages. The first 3 days of lost time after an injury are not compensable. Compensation is payable beginning on your 4th day of lost time. If your disability extends beyond 14 calendar days, the first 3 days of lost time will be paid retroactively. Your compensation is based on the average of 52 weeks of wages prior to your last day worked and the compensation benefit is paid at a 66 2/3 percent of the average weekly wage (subject to state max/minimums). Compensation benefits are non taxable. In most cases, the first lost wage-disability payment will be received within 30 days from the insurance company. If payment takes longer, you should contact the Administrative office or the insurance company.

## **Acknowledgment of Receipt of Stark County CUSD #100 Handbook**

1. This is to certify I received a copy of the Stark County CUSD #100 Non-certified Employee Handbook or have agreed to review the handbook online at the District website [www.stark100.com](http://www.stark100.com). I understand it is my responsibility to read it and become familiar with the policies and procedures that concern my employment. I agree as a condition of my employment with Stark County CUSD #100, I will comply with the rules, policies and procedures therein described and understand that failure to do so may lead to disciplinary action being taken against me, including discharge.

2. This Handbook is not a contract between Stark County CUSD #100 and any employee.

3. I acknowledge I have been given ample opportunity to review the contents of this handbook. I have discussed the contents with an attorney of my choice, or have waived my right to do so. In either event, I fully comprehend the contents and applicability of this Handbook.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

Please return this signed and dated form to the Stark County CUSD #100 Board of Education Office.