

Acknowledgement of Receipt & Understanding

I hereby certify that I have read and fully understand the contents of this Employee Handbook. I also acknowledge that I have been given the opportunity to discuss any policies contained in this handbook with a school District official. I agree to abide by the policies set forth in this handbook and understand that compliance with District 88's rules and regulations is necessary for continued employment. My signature below certifies my knowledge, acceptance, and adherence to the District's policies, procedures, rules, and regulations.

I acknowledge that the District reserves the right to modify or amend it's policies at any time, without prior notice. This handbook does not create any promise or contractual obligations between Chaney-Monge School District 88 and its employees.

Employee

Signature: _____ Date _____

Supervisor

Signature: _____ Date _____

Sign and return this page to your supervisor. A signed copy will be returned to you.

Chaney-Monge School District 88

Education Support Personnel

Employee Handbook

Adopted by the Chaney-Monge Board of
Education

December 21, 2004

Revised: February 15, 2005

(August, 2017)

Superintendent Andy Siegfried

Principal: Jackie Hall

Board of Education:

Drew Lopez	President	Taryn Ward	Member
Nicole Semplinski	Vice President	Oscar Miranda	Member
Rosie Sanchez	Secretary	Charles Methvin	Member
Liz Maves	Member		

Chaney-Monge School
400 Elsie Avenue
Crest Hill, IL 60435

Phone: 815.722.6673
FAX: 815.722.7814

TABLE OF CONTENTS

Topic	Page
Table of Contents	3-5
About this Handbook	6
Standard Employment Practices	7-9
Abused and Neglected Children Reporting Act	7
At-Will Employment	7
Criminal Convictions	8
Equal Opportunity Employment	7
Evaluation Period	9
Failure To Disclose Criminal Activities	7
Immigration Law Compliance	8
Personnel File	9
Role Models for Children	9
Sexual & Other Unlawful Harassment	7-8
Standards of Conduct	9
General Policies and Procedures	9-19
Additional Physical Exams	10
Attendance & Punctuality	13-14
Availability for Work	14
Breaks	13
Confidential Information	19
Conflicts of Interest	19
Drug & Alcohol Violations	16
Drugs & Alcohol	16
Emergency and Safety Response: Manuals and Drills	16
Employment of Relatives	19
Employment Physical Exam	9-10
Expense Reimbursement	13
Food & Beverage	17
Holidays	14
Hours of Work - Overtime	13
Illinois Municipal Workers Retirement Fund - IMRF	12
Insurance Benefits	12
Job Classifications - FLSA	10
Job Descriptions	11

Mandatory Meetings	14
Monitoring & Searches	19
Office Security	19
Orientation	9
Pay Periods	12
Payroll	13
Performance Reviews	13
Personal Leave	15
Personal Property	18
Personal Safety	18
Postage, Shipping & Office Supplies	18
Recycling	17
Release of Credit Information	17
Religious Holidays	14
Reporting Accidents and Injury	18
Reporting Changes	10
Salary and Job Description Adjustments	12
Setting Salaries	11
Sick Days	15-16
Smoking	17
Solicitations By or From Staff	17
Telephone Use	18
Temporary Illness or Incapacity	17
Time Sheets	12
Transfers or Reduction in Force	12
Use of School Property	18
Use of School Vehicles	18
Vacations	14-15
Violence & Weapons	16
Visitors	17
Voice Mail & Electronic Mail	18
Workplace Attire	18

Leave Policies **19-21**

Bereavement Leave	20
Emergency Closings & Severe Weather	21
Family & Medical Leave	20
General Policies	19
Jury Duty	20
Leaves for Victims of Domestic Violence	21
Military Duty	20

Personal Leave of Absence	20
School Visitation Leave	20
Short Term Disability Leave	20
Employee Benefits	21
COBRA	21
Training and Coursework	21
Worker's Compensation	21
Disciplinary Policies	22-23
Corrective Action	23
Discipline	23
Grievance Procedure	22-23
Separation Policies	24
Employment References	24
Job Abandonment	24
Termination	24
Termination Process	24
Appendices	25-37
Appendix A: Overview of the Family and Medical Leave Act	25-29
Appendix B: Overview of Federal Equal Opportunity Laws	30
Appendix C: Overview of the Immigration Reform and Control Act	31
Appendix D: Board Policies and Procedures Relative to FLSA	32-37
General Personnel Policy: Compliance with FLSA	32
General Personnel Policy – Compensatory Time-Off	33
General Personnel – FLSA Exemptions	34
General Personnel – Required Employee Records for FLSA	34
General Personnel Policy: Compensable Work Time for Non-Exempt Employees Under FLSA	35
General Personnel – Affidavit for Volunteering Services	36
General Personnel – Agreement to Receive Compensatory Time-Off	37
Appendix E: ESP Job Descriptions	38-66

About This Handbook

The following pages contain information regarding many of the policies and procedures of Chaney-Monge School, Will County District 88. (hereby referred to as "District 88" or "District"). This is not an employment contract and is not intended to create contractual obligations of any kind.

The policies and procedures outlined in this handbook will be applied at the discretion of District 88 and District 88 reserves the right to deviate from the policies and procedures of this handbook, or to withdraw or change them, at any time. We will notify you when an official change in policy or procedure has been made.

District 88 values the many talents and abilities of its employees and seeks to foster an open, cooperative and dynamic environment where employees and the School alike can thrive. If you would like further information or have questions about any of the policies and procedures outlined in this handbook, please feel free to bring them to the attention of the Superintendent or your immediate supervisor.

Standard Employment Practices

At Will Employment

District 88 does not offer tenured or guaranteed employment. Unless District 88 has otherwise expressly agreed in writing, your employment is at will and may be terminated by you or by District 88 at any time.

Abused and Neglected Children - Mandated Reporting Act

All employees are required to report suspected child abuse to the Illinois Department of Children and Family Services and are required to sign an acknowledgement form indicating their mandated reporter status.

Failure to Disclose Criminal Activities

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in § 10-21.9 of The School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

Equal Employment Opportunity

District 88 is committed to providing equal employment opportunities to all individuals without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law. For further information about the applicability of Federal Equal Opportunity Laws, including the Americans with Disabilities Act, the Equal Pay Act, the Age Discrimination in Employment Act, see Exhibit B in the Appendices.

District 88 does not discriminate on the basis of gender in compensation or benefits for women and men who work in the same establishment and perform jobs that require equal skill, effort, and responsibility and which are performed under similar conditions.

District 88 will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. An employee with a disability for which reasonable accommodation is needed should contact the Superintendent to discuss possible solutions.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Nondiscrimination Complaint Manager. Employees can raise legitimate concerns and make good faith reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including discharge.

NCM Andy Siegfried
Chaney-Monge School District 88
400 Elsie Avenue
Crest Hill, IL 60435
815-722-6674

Sexual and Other Unlawful Harassment

District 88 will endeavor to maintain a work environment that nourishes respect for the dignity of each individual. This policy is adopted in furtherance of that tradition.

It is against the policies of District 88 for an employee to harass another person because of the person's sex, race, color, religion, national origin, age, disability, sexual orientation, marital status, or other characteristic protected by law. Actions, words, jokes, or comments based on such characteristics will not be tolerated.

Consequently, it is against the policies of District 88 for an employee to sexually harass another person. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment 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 unreasonably interfering with an individual's work performance or environment.

Any employee who believes that he or she is being unlawfully harassed should immediately contact the Nondiscrimination Complaint Manager

All complaints of harassment will be promptly, thoroughly and confidentially investigated and, where necessary, appropriate corrective action will be taken. Any person found to have unlawfully harassed another employee will be subject to appropriate disciplinary action, up to and including discharge.

NCM Andy Siegfried
Chaney-Monge School District 88
400 Elsie Avenue
Crest Hill, IL 60435
815-722-6674

Immigration Law Compliance

District 88 does not hire anyone that is not a citizen of the United States, or is not a non-citizen that is authorized to work in the U.S under the Immigration Reform and Control Act of 1986. As a condition of employment, all new and past employees must show valid proof that they are eligible to work in the United States. An overview of the Immigration Reform and Control Act can be found at Exhibit C in the Appendices.

Criminal Convictions and Investigations

Employees must provide a written authorization for a criminal background investigation including a fingerprint-based search if warranted and as required by State law and the School Code. The Board President or designee will keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent of Schools, State Teacher Certification Board, or any other person necessary to the hiring decision.

The School District will not knowingly employ a person who has been convicted of committing or attempting to commit any one or more of the following offenses:

- Attempted first-degree murder or first-degree murder or any Class X felony.
- The Criminal Code of 1961, 720 ILCS 5/11-6, 5/11-9, 5/11-14, 5/11-15 to 5/21, 5/12-13 to 5/12-16.
- Cannabis Control Act, 720 ILCS 550/1 et seq., except 720 ILCS 550/4(a), 550/4(b), and 550/5(a).
- Illinois Controlled Substances Act, 720 ILCS 570/100 et seq.
- Any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this state, would have been punishable as one or more of the foregoing offenses.
- Has been convicted, within 7 years of the application for District employment, of any other felony under Illinois law or of any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in Illinois, would be punishable as a felony under Illinois law.

District 88 reserves the right not to hire or retain anyone that has been convicted of a criminal offense. Conviction of a crime that involves dishonesty may result in an automatic termination of employment. Before any decision is made, the nature of the crime and circumstances surrounding the conviction will be considered.

Evaluation Period

During the first three months of your employment with District 88, you will be in an “evaluation period.” During this time, your supervisor will continually evaluate your performance and compatibility with District 88. Should your performance not meet the standards set forth by District 88 or your supervisor, your employment will be terminated. Upon completion of the evaluation period, you will be eligible for additional benefits, as set forth in the benefits information you received upon employment.

Standards of Conduct

District 88 expects that all employees conduct themselves in a professional and ethical manner. An employee’s conduct shall not be unethical in any way, nor should an employee influence other employees to act unethically. Furthermore, an employee should report any dishonest activities or damaging conduct to an appropriate supervisor.

In the event that you become aware of another employee’s behavior or actions, which you believe are inappropriate, illegal, problematic, or in any way inhibit or affect a student’s ability to learn or an employee’s ability to perform their assigned duties, you should discuss such behavior or actions with his or her immediate supervisor or a school District administrator.

All reasonable concerns will be promptly, thoroughly and confidentially investigated by District 88 and, where necessary, appropriate corrective action will be taken. You should not discuss such actions or behavior with other District 88 employees. Your discussing such matters with other employees may – in and of itself – create an unacceptable work environment for which you will be held responsible and for which you may be disciplined in accordance with District 88’s disciplinary policy.

Role Models for Children

All staff shall present themselves in a professional manner. Matters of personal dress, grooming and conduct will only be regulated when they present a threat of disruption to the educational program or process or threatens student or staff health and welfare.

Personnel File

District 88 keeps personnel files on each of its employees. These files are confidential in nature and are managed by the Superintendent. They will not be copied or be removed from the premises unless there is a legitimate reason to do so as enumerated in the Federal and Illinois Rights to Privacy Acts.

Any employee may view his or her personnel file by contacting the Superintendent during normal business hours. No employee may alter or remove any document in his or her personnel file.

General Policies and Procedures**Orientation**

In accordance with federal law, both new employees and re-hires will be required to provide documentation of identity and eligibility to work in the United States. The I-9 form will be used for this purpose.

New employees will also receive a copy of the Employee Handbook and will be given the time to read it and consult with his/her immediate supervisor regarding any questions. The signed copy of the “Acknowledgement & Receipt of Understanding” will be placed in the employee’s personnel file.

Employment Physical Examinations: At their own expense, new employees must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease, including tuberculosis. All physical fitness examinations and tests for tuberculosis must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches. The physical

examination and the tuberculin tests must have been taken by the employee no more than 90 days before the employee's submitting evidence of same to the Board of Education.

Additional Physical Examinations:

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches if the examination is job-related and consistent with business necessity. The Board of Education will pay the expenses of any such examination.

Reporting Changes

You are responsible for promptly notifying the office or administration of any change in your name, address, telephone number, marital status, citizenship, tax withholding allowances, emergency contact information, (insurance beneficiary, or dependent insurance coverage if provided). Accurate and correct information is vital.

Each employee is required to notify the Superintendent, in advance and in writing, of the dates of all approved vacation or leave time to be taken. Additionally, employees are to inform the office of sick days taken and excessive lateness in arriving at work.

Job Classifications – Fair Labor Standards Act (FLSA)

Employees are classified by two major categories: FLSA "Exempt" and FLSA "Non-exempt." This handbook applies primarily to Non-exempt employees

- (1) Non-exempt employees are eligible to receive overtime pay in accordance with state and federal wage and hour laws (FLSA). These employees are required to submit a time record for each pay period, approved by the appropriate supervisor, for the purpose of tracking hours worked and calculating compensation. Categories of Non-exempt employees include: Secretaries; Bookkeepers; Clerks; Teacher, Library and Instructional Aides (classroom and individual student); Custodians; Building Engineer/Maintenance; Cafeteria/Food Service workers; Summer Temporary Help; Lunch/Enrichment Classroom Supervisors.

Non-Exempt Employees are also classified within one of the following three statuses:

- (1) Full-time (FT): any employee that is regularly scheduled to work 37.5 hours a week or more on a twelve-month basis. Full-time 12-month employees are eligible for insurance benefits and include:

- Building Engineer
- Head of Maintenance
- Administrative Secretary
- Principal/Data/Records Secretary
- Director of Business Services

- (2) Full Time - School Year (FTSY): any employee that is regularly scheduled to work 37.5 hours or more per week during the school year. School Year employees are not eligible for benefits. Secretaries; Bookkeepers; Clerks; Teacher, Library, and Instructional Aides (classroom and individual student); Custodians; Cafeteria/Food Service workers; Summer Temporary Help; Lunch/Enrichment Classroom Supervisors

- (3) Part Time (PT): any temporary work that has a predetermined start and end date of employment. Temporary employees are not eligible for benefits.

FLSA exempt employees are generally salaried and fall into one or more of the following classifications: Administration; Directors; Supervisors; Building Principals; Teachers; and Registered Nurses.

Refer to Appendix “D” for Board Polices and Procedures related to FLSA.

Job Descriptions

Job descriptions for the following positions are maintained in the Superintendent’s Office. A job description will be provided to all prospective employees at the time of application or during the formal interview which will include the scope, requirements, hours, wage or salary, and specifics of each job. The Board of Education reserves the right to change, alter, and or substantially change the duties, terms, and conditions contained on all job descriptions.

Basic Time and Benefit Parameters

CLASS	TITLE	Hrs./day	Days/ Year	Sick Leave Days	Personal Leave Days	Vacation Days	Bereave Leave	Insurance
		incl. 30 min. lunch						
FT	Administrative Secretary	7.5	260	15	4	10-20	3	Paid Single
FT	Head of Maintenance	8	260	15	4	10-20	3	Paid Single
FT	Director of Business Services	8	130	15	4	10-20	3	Paid Single
FT	Principal/Data/Records Secretary	7.5	260	15	4	10-20	3	Paid Single
Full Time Earned Vacation Schedule:		0-4 yrs.=10 days		5-14 yrs.=15 days		15+24yrs.=20 days		
						25+yrs.=25 days		
FTSY	Classroom/Ind. Aide – Gen. Ed.	7.25	180	10	2	0	3	At cost to Employee
FTSY	Custodian	8	180	10	2	0	3	At cost to Employee
FTSY	Instructional Aide - Special Education	7.25	180	10	2	0	3	At cost to Employee
FTSY	Library Aide	7	180	10	2	0	3	At cost to Employee
FTSY	Registered Nurse	7	180	10	2	0	3	At cost to Employee
FTSY	Food Service - Head	5.5	180	10	2	0	3	At cost to Employee
PT	Food Service - Assistant	5.5	180	10	0	0	3	not available
PT	Lunchroom/Enrichment Supervisors	2	176	0	0	0	0	not available
PT	Part-time Office Assistant	5	180	0	0	0	0	not available
PT	Summer Custodian	8	50	0	0	0	0	not available

SLD- Paid Sick Leave Days/year

INS- Insurance Benefits

BL- Bereavement Leave

PL- Personal Leave Days

VAC- Paid Vacation Days

FT- Full Time

FTSY- Full Time School Year

PT- Part time

Setting Salaries

Rate ranges for each job classification will be set and periodically reviewed by the Board of Education. Salary ranges shall also be contained in the current version of the job description for each position as well in an updated Compensation Chart kept on file in the Superintendent’s office.

Salary and Job Description Adjustments

The Board of Education will review job descriptions and salaries periodically to determine if the established list of jobs, staffing patterns, job parameters, payment ranges and benefits are comparable and competitive with school districts in the surrounding area.

Transfers or Reduction in Force

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

Annually the School Board shall establish a seniority list, by categories, illustrating the length of continuing service for each full-time educational support personnel employee. Should the School Board exercise its right to reduce the educational support personnel work force or to discontinue a particular type of educational support service, the seniority list shall determine the progression of dismissals.

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

Insurance Benefits

Employees classified Full-Time (FT) 12-month employees are eligible for the following fully-paid single (employee) coverage Insurance benefits: Comprehensive Health and Medical, Prescription Card, Dental, Vision and Life Insurance.

- Employees classified as full-time school year may purchase single coverage at 100% cost to the employee.
- Family (dependent coverage) is available at 100% cost to all full-time 12-month and full-time school year employees who are enrolled for single plan coverage.
- The specific coverage and policies are available for inspection in the school District office and contained in the employee health insurance benefit handbook.

Illinois Municipal Workers Retirement Fund

Employees of School District 88 who work over 600 hours per year and who are not covered by the Teachers Retirement Fund must be enrolled in the Illinois Municipal Retirement Fund otherwise known as IMRF. Each enrolled employee will contribute 4.5% of his/her gross pay each pay period. The contribution is exempt from Federal and Illinois income tax but subject to FICA taxes. In addition, the District shall contribute to the IMRF fund on behalf of the employee as per the annual rate established by the IMRF Board.

Pay Periods

All employees are paid on a bi-weekly basis throughout the year.

Time Sheets

FLSA Non-exempt employees are required to use a time sheet to accurately record time-in(start) and time-out(end), when entering or leaving the building for non-work related matters and for lunch. Time sheets are due the Monday prior to payday for the two previous weeks of work. A calendar of due dates for time sheets and pay dates will be posted in the main office. Time sheets must be signed by the employee's supervisor and turned in to the business office the Monday prior to payday. It is strictly forbidden for an

employee to sign or fill in another employee's timesheet. An employee's pay may be delayed and/or overtime requests may be denied if time sheets are not submitted on time, signed and properly authorized.

Hours of Work – Overtime

District 88's standard work week for full-time and school year employees is five days. Schedules may vary based on the holidays, extended breaks, teacher in-service/training dates, and emergency closings. Employees may not deviate from the established hours of work designated on their job descriptions unless a supervisor specifically approves a request. Non-exempt employees are to be paid time and one-half (1.5) for work time that exceeds 40 hours during a scheduled work week. Exempt employees are not eligible for overtime pay. Cumulative hours for the purpose of calculating the payment of overtime will not include duty free paid lunch, holiday, sick leave, or vacation days during a scheduled work week.

Breaks

District 88 employees shall receive appropriate lunch and breaks. Typically, employees working for more than four consecutive hours are provided with a meal break of at least 30 minutes. Breaks are scheduled throughout the workday by the principal, so as not to disrupt the education processes of District 88. Lunch and mid-day/afternoon breaks may not be combined without prior consent of an administrator.

Salary Increases

All wage and salary increases are at the discretion of the Board of Education. Increases take into consideration the longevity, training and performance of the employee based on available financial resources on the school District. Increments are not automatic and may be withheld if there is not evidence of continuing satisfactory performance. Salary adjustments may occur when crossing classifications.

Payroll

Both FLSA-exempt and FLSA non-exempt employees will have federal and state taxes withheld from their wages. Payroll checks will not be released prior to the set pay schedule for any reason, nor will they be released to anyone other than the employee.

Performance Reviews

Every District 88 employee will be subject to a performance appraisal at least once a year. The employee's supervisor will give these reviews. The reviews will focus on job-related strengths and weaknesses, as well as overall fit with the District. Goals and improvement plans will be mapped out each review period and progress will be measured at the next review.

Performance reviews may determine salary increases and promotions. Employees will have the opportunity to thoroughly review all performance appraisals and provide a written opinion. All performance reviews and responses will become part of an employee's personnel file.

Expense Reimbursement

The District shall reimburse employees for expenses necessary for the performance of their duties which have been approved by the Superintendent. If the anticipated expense amount exceeds budgeted amounts, prior Board approval is required. Employees must submit to the Superintendent an itemized, signed voucher showing the amount of actual expenses; attaching receipts to the voucher if possible. Expense vouchers shall be presented to the Board of Education in its regular bill process.

Attendance & Punctuality

Punctuality and regular attendance are important to the smooth operation of District 88. Consistent employee tardiness or excessive absence will hamper District 88's ability to provide a proper education learning environment. Therefore, unless an absence is permitted or excused under District 88's holiday, vacation, sick, or other policies, employees are responsible for being at work and arriving on time. It is the employee's responsibility to call a supervisor as soon as possible to report his/her own absence or tardiness for each occurrence. Advance notification is appreciated.

An employee who is absent for reasons other than those permitted or excused by District 88’s holiday, vacation, or leave policies, or who repeatedly fails to provide notice as required, will be subject to appropriate disciplinary action, up to and including discharge.

Availability for Work

Employees must be available for work during normal school hours. If, for any reason, there is a change in your work availability status, you must notify your supervisor at least one week prior to the change.

Mandatory Meetings

Employees may be required to attend mandatory meetings, workshops, or in-service training. In the event that a mandatory meeting takes place during an employee’s regular schedule, no overtime will be paid for attendance.

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, full-time (FT) District employees will be paid for, but will not be required to work on:

- New Year's Day
- Martin Luther King Day
- President's Day or Lincoln’s Birthday as per the school calendar
- Casimir Pulaski Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day and the following Friday
- Christmas Day
- Veteran’s Day

Religious Holidays

Supervisors shall grant an employee's request for time off to observe a religious holiday if the employee gives at least 5 days prior notice and the absence does not cause an undue hardship.

Employees may use earned vacation time, or personal leave to make up the absence, provided such time is consistent with the District’s operational needs. A per diem deduction may also be requested by the employee.

Vacations

Vacation time is offered to full-time (FT) eligible employees based on a 'Years of Service' schedule, as outlined below:

Length of Employment	Days of Paid Vacation
0 to 4 years	10 Days
5 to 14 years	15 Days
15 to years 24	20 Days
25+	25 Days

Vacations are earned from July 1 to June 30, the District's fiscal year, and are taken in the same year in which they are earned (for example, vacation time for FY05 is to be taken between July1, 2004 and June 30, 2005). Vacation time must be scheduled and approved in advance by the supervisor. District 88 will not carry over or pay out any unused vacation time from one year to the next.

An authorized school holiday that falls on a normal business day during your vacation is not counted as a vacation day. If you are hospitalized during your vacation, any day of hospitalization will be charged to your sick leave, if available, rather than to your vacation time.

Vacation days may not be used in increments of less than one-half day.

When given advance notice, District 88 will consider requests for additional time without pay. If you have a special type of vacation in mind, talk to your supervisor to see if a solution can be reached.

Personal Leave

Full-time (FT) educational support personnel have 4 (four) paid personal leave days per year. Full-time School Year (FTSY) and Part-time (PT) educational support personnel shall have 2 (two) personal leave days per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal 3 days before the requested date.
2. No personal 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. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

Sick Days

Full-time (FT) 12-month employees shall have 15 paid sick leave days per year. Full-time school year employees will receive 10 sick leave pay equivalent to their contracted regular workday. Unused sick leave shall accumulate to a maximum of 180 days per year, including the leave of the current year as per IMRF regulations.

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. The Superintendent and/or designee shall monitor the use of sick leave.

The following guidelines are designed for the use of sick leave:

- a) If you do not report to work, you must phone your supervisor or have someone call for you as early as possible after the office opens. This procedure allows your supervisor to rearrange work schedules in your absence.
- b) If you must leave the office before closing time because of illness, inform your supervisor.
- c) If you foresee the need to take sick leave (e.g., for non-emergency surgery or for a doctor's appointment), tell your supervisor as soon as possible so that plans can be made to cover your absence.
- d) Disabilities related to pregnancy or birth of a child will be treated as all other disabilities for purposes of District 88's leave policies.
- e) If you are absent because of sickness or disability, District 88 may require that a doctor of District 88's choice examine you.
- f) In case of an extended absence, you should consult other sections of this handbook and your insurance plan booklet to see whether you are eligible for short-term or long-term disability leave.
- g) Sick leave unused at the end of the year may be carried over into the next year, to a maximum of 180 days as provided by IMRF
- h) Employees will not be paid for unused sick leave when their employment ends.

i) Sick leave may not be used in increments of less than one-half day.

If you are eligible for sick leave, you may use the leave to care for your sick or injured children on the same terms that apply to use for your own illnesses or injuries. 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 physician's or a spiritual adviser's certificate of illness as a basis for pay.

Drugs and Alcohol

All District workplaces are drug- and alcohol-free workplaces. All employees shall be prohibited from:

1. unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.
2. distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy a controlled substance is one that is:

1. not legally obtainable;
2. being used in a manner different than prescribed;
3. legally obtainable, but has not been legally obtained; or
4. referenced in Federal or State controlled substance acts.

As a condition of employment, each employee shall

1. abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
2. notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 calendar days after such a conviction.

District Action Upon Violation of Drug and Alcohol Policy

An employee who violates this policy may be subject to disciplinary action, including termination.

Alternatively, the Board may require an employee to successfully complete an appropriate drug or alcohol-abuse, employee-assistance rehabilitation program as a condition for returning to work.

The School Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction

Should District employees be engaged in the performance of work under a Federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or Federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

Violence & Weapons

District 88 takes threats of violence extremely seriously. Any act or threat of violence by or against any student, employee, parent, supplier, partner, or visitor is strictly prohibited. This policy applies to all employees, students, visitors whether on or off school property during School Board sanctioned events and activities. Any use or possession of weapons, whether illegal or not, is prohibited on District property, or during Board approved activities. This includes knives, guns, martial arts weapons, or any other object that is used as a weapon. Any employee caught possessing a weapon will be disciplined, up to and including termination.

Emergency and Safety Response: Manual and Drills

All employees shall become familiar with the district's Emergency and Safety Response procedures and procedure manuals located conspicuously in all classrooms and work areas of the school building. All personnel will be expected to respond appropriately during any planned practice drills and actual school emergency and safety response events when necessary.

Temporary Illness or Temporary Incapacity

A temporary illness or temporary incapacity is an illness or other capacity of ill-being that renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits. However, income received from other sources (worker's compensation, District-paid insurance programs, etc.) will be deducted from the District's compensation liability to the employee. The School Board's intent is that in no case will the employee, who is temporarily disabled, receive more than 100 percent of gross salary.

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

If illness, incapacity, or any other condition causes an employee to be absent in one year, after exhaustion of all available leave, for more than 90 work days, such absence may be considered a permanent disability and the Board may consider beginning dismissal proceedings subject to State and Federal law, including the Americans with Disabilities Act. The Superintendent may recommend this paragraph's use when circumstances strongly suggest that the employee returned to work intermittently in order to avoid this paragraph's application.

Any employee may be required to have an examination, at District expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches if the examination is job-related and consistent with business necessity.

Smoking

Smoking is not allowed in or on School District property at any time.

Food and Beverages

District 88 sometimes has visitors in the school building and office area. The District's surroundings should always reflect a professional appearance. All employees are personally responsible for keeping the lunchroom, kitchen, and office areas clean. Employees are also responsible for returning instructional and meeting areas to a clean and presentable condition after use.

Solicitations By or From Staff

District employees shall not solicit donations or sales, nor shall they be solicited for donations or sales, on school grounds without prior approval from the Superintendent.

Recycling

District 88 supports environmental awareness by mandating recycling in the workplace. Employees should dispose of bottles, cans, and paper in the appropriate recycling bins. Employees are also encouraged to conserve energy by shutting down their computers, monitors, and printers at night and by turning off the lights when not needed.

Release Of Credit Information

The School District will only confirm employment when requested for credit information about a District employee.

An employee wanting employment and salary or wage information released must request so in writing and an administrator must sign the released materials.

Visitors

Only authorized visitors are permitted at District 88's offices. All visitors must enter through the Main Doors (Elsie Avenue Entrance), sign in, and receive a name badge. Any employee that notices an unauthorized visitor should notify the office immediately.

Reporting Accidents and Injury

All accidents and injuries occurring during work hours shall be reported to the Superintendent, School Nurse, or your immediate supervisor. Employees may be required to fill out an accident or injury report form as a victim or as a witness to an accident resulting in injury to him or herself or others.

Workplace Attire

District 88 has a casual dress environment. However, employees are expected to use good judgment and taste and to show courtesy to their co-workers and associates by dressing in a fashion that is presentable and appropriate for performing the employee's primary job duties.

Telephone Use

Telephones are provided to enable employees to carry out work assignments in an efficient manner. Personal telephone calls should be kept to a minimum and personal toll calls should not be made at District 88's expense.

Voice Mail and Electronic Mail

All electronic and telephone communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of District 88 and as such are intended for job-related purposes. Personal use should be kept to a minimum. Electronic or telephone communication systems may not be used to transmit messages that may be considered inappropriate under District 88's policies, including those prohibiting harassment. Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an administrator. All pass codes are the property of District 88 and may be used by District 88 to access electronic and telephone communications at any time. District 88 reserves the right to monitor any electronic, telephone, or other communications made using District 88 systems or property.

Use of District Vehicles

District-owned vehicles are to be used for school business purposes only. Employees using a District vehicle for personal purposes must receive written authorization from the superintendent to do so. Students shall not be transported in School District-owned vehicles.

Use of School District Property

All District workspace, including file cabinets and lockers are the property of District 88 and must be available to the administration at all times. The use of personal locks on any District property is not recommended. No District property may be used to house personal files or items. No District equipment, including computers, photocopiers, or printers may be used for personal business without prior consent of the administration.

Postage, Shipping, and Office Supplies

Postage, shipping and office supplies paid for by the District are for school business purposes and are not to be used for an employee's personal purposes.

Personal Property

District 88 does not assume responsibility for any personal property located on its premises. Employees are to use their own discretion when choosing to bring personal property into the building and/or classroom and do so at their own risk. Additionally, employees may not bring or display in the office any property that may be viewed as inappropriate or offensive to others.

Personal Safety

The safety of each employee's health and security is very important to District 88. District 88 is willing to make reasonable efforts to address an employee's safety concerns. Employees should remember to use caution and good judgment in all activities and should notify their supervisor if they believe there is a safety issue that should be addressed.

Office Security

Shortly after an employee's start date, he/she may be given a key or code to gain access to locked or controlled doors. The last employee to leave the office at night is responsible for making certain that all doors and windows are locked and all alarms activated.

Monitoring & Searches

All District property is subject to monitoring and review at all times. This includes, but is not limited to, desks, lockers, vehicles, computers, and email files. Reasons for searches and reviews include, but are not limited to, personal abuse of District property, breeches of the School District computer acceptable use policy, theft investigation, and improper disclosure of confidential information.

District 88 retains the right to conduct searches at any time. This includes the right to search individual computers or files, even if protected by a password. Any employee that attempts to obtain or alter a password for the purpose of accessing restricted files will be subject to disciplinary action, up to and including termination.

Confidential Information

District 88 requires that employees do not disclose information held to be confidential by District 88 . Any questions about this policy should be addressed to your immediate supervisor.

Conflicts of Interest

District 88 requires that employees not compromise the District's policies, its students, parents, or residents for personal gain.

Employment of Relatives

Employment of relatives is not prohibited by District 88, provided that the following conditions are met: (i) the applicant is qualified for the position, (ii) the employee and relative will not be in a direct reporting relationship with one another and (iii) the personal relationship will not adversely affect the work flow or instructional environment of the District.

Leave Policies**General Policies**

District 88 provides Eligible Employees with leaves for a variety of reasons. The following discussion summarizes District 88's leave policies in a way that District 88 hopes will be generally helpful. District 88 abides by the provisions of the Family and Medical Leave Act, as appropriate. An overview of the Act is available in Appendix A.

As with all policies, District 88 reserves the right to revise or rescind these policies at its discretion, subject to legal requirements. This statement of leave policies is not intended to create a contract between District 88 and its employees.

To apply for leave, or to inquire into what leave may be available, an employee should contact the Superintendent. An employee applying for leave will be asked to state why he/she wants the leave, when he/she wants the leave to begin and when he/she wants the leave to end. The Superintendent will inform the employee what type and duration of leave, if any, has been approved by the Board of Education and will also tell the employee which requirements, such as certification of a health condition, the employee must fulfill. All leaves are granted by the Board of Education for a specific period of time. An employee who foresees being unable or unwilling to return to work at the end of the leave period should apply for any other leave for which the employee is eligible, including an extension of the current leave. District 88 reserves the right to terminate the employment of an employee who does not return to work at the end of the approved leave period.

Short-Term Disability Leave (including Maternity Leave)

Short-term disability leave is available for an absence due to an employee's illness or disability, including pregnancy-related disability, which extends for six or more consecutive scheduled working days. Full-time 12-month employees are allowed ten days of short-term disability leave per calendar year. Accrued sick leave benefit days may be used by the employee if available

An employee seeking short-term disability leave benefits must submit a statement from a doctor demonstrating that he or she is unable due to illness or injury to perform the job and stating the expected duration of the inability to work. If the medical information submitted is not, in the discretion of District 88, sufficient to establish inability to work, the employee may be required to submit to an examination by a doctor selected and paid by District 88.

School Visitation Leave

District 88 will grant employees up to eight un-paid hours total leave during any school year (no more than four of which may be taken in one day) to attend their child's school conferences or classroom activities if the conferences or activities cannot be scheduled during nonworking hours. Full-time (FT) and Full time school-year (FTSY) employees may use paid personal days if available.

Family and Medical Leave

Employees may take unpaid leave per the terms of the Family and Medical Leave Act of 1993. Employees should also be aware that pregnancy is considered a disability and may be eligible for disability benefits under mandatory disability benefits laws of certain states. A summary of FMLA is provided in Appendix A of this handbook.

Personal Leave of Absence

Requests for personal leave without pay are considered individually and granted at the discretion of Board of Education. The reason for the request, the employee's length of service, the employee's work record, and the demands of the individual's job are examples of the type of factors typically considered in evaluating a request for personal leave of absence. A request for personal leave of absence will be granted only if the employee is not eligible for any other type of leave.

Jury Duty

Employees summoned for jury duty will be allowed the necessary time off from work to perform this civic responsibility. Employees must give District 88 15 days advance notice. District 88 will pay such employees the difference between their regular salary and any jury duty fees received. Employees will be expected to report to work during all regular hours if their presence is not required in a jury room or court. District 88 may require the employee to supply documentation from the court affirming the employee's jury duty service.

Leaves for Service in the Military and General Assembly

Educational support personnel receive military and General Assembly leaves on the same terms and conditions granted professional staff. Leaves for military service and reinstatement after performing military service will be provided in accordance with the requirements of law.

Bereavement Leave

When a death occurs in an employee's immediate family, an employee may take up to three paid bereavement days in order to attend the funeral or make funeral arrangements. In unusual circumstances, additional time off may be granted at the discretion of the Superintendent. For purposes of the funeral leave policy, "immediate family" means an employee's spouse or child, as well as a parent, grandparent, brother, or sister of the employee or the employee's spouse. Personal and/or sick leave benefit days may be used by the employee if available for extended periods of approved bereavement leave.

Leaves for Victims of Domestic or Sexual Violence

Educational support personnel receive a leave for victims of domestic or sexual violence on the same terms and conditions granted professional staff.

Forced Closings and Severe Weather

Unless notified by your supervisor, you are to report to work on all regularly scheduled days, regardless of weather conditions. If you are unable to report to work due to weather conditions, you must notify your supervisor as soon as possible.

In the event that school is closed due to severe weather conditions or for any other reason, you will not be required to report to work.

Employee Benefits

The following is a list of benefits that District 88 makes available to Eligible Employees. The descriptions in this handbook are a summary only. The separate plan documents explain each benefit in more detail and the language of the plans' documents controls the various plans. Benefits may be modified, added or terminated at any time by the insurance company or benefit provider, per the terms of the plan, or by District 88, at its discretion.

Training and Coursework Related to Job Assignments

Employees will be paid and receive 100% reimbursement for expenses incurred while attending a pre-approved professional development activity related to their job assignment during a regular work day. Employees should consult with their immediate supervisor, the Principal or Superintendent prior to making any plans for attending a professional development activity during a work day. Once approved, the employee is responsible for the registration process, payment of fees and transportation to and from the activity. Once completed, the employee will be reimbursed following the of approval of a completed reimbursement form with attached original receipts.

Worker's Compensation

District 88 requires that all employees report job-related accidents or injuries to a supervisor immediately, whether the accident occurred on or off District premises during the school day or during an authorized District event. Failure to report an injury, regardless of how minor, could result in difficulty with the employee's claim. All workers' compensation claims will be paid directly to employees and employees are expected to return to work immediately upon release by their doctor.

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health coverage under the company's health plan, should the employee lose his or her eligibility (e.g., upon termination). Under COBRA, the employee pays the full cost of coverage at the company's group rate, plus an administrative fee. Details of COBRA coverage and how to apply for it will be provided by the Superintendent at the time eligibility is lost.

Disciplinary Policies

Grievance Procedure:

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals With Disabilities Education Act, 20 U.S.C. § 1400 et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000e et seq.;
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs;
10. Victims' Economic Security and Safety Act, P.A. 93-591;
11. Illinois Equal Pay Act of 2003, P.A. 93-0006; or
12. Provision of services to homeless students.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

Within 5 school days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 5 school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of The School Code.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Complaint Managers

All Grievances shall be filed with the nondiscrimination complaint manger:

Name	<u>Andy Siegfried</u>
Address	<u>400 Elsie Avenue</u>
	<u>Crest Hill, IL 60435</u>
Telephone No.	<u>815-722-6673</u>

Discipline

District 88's policy is to attempt to deal constructively with employee performance problems and employee errors. The disciplinary process will be determined by District 88 in light of the facts and circumstances of each case. Depending upon the facts and circumstances, the discipline applied may include, among other things, oral or written warnings, probation, suspension without pay, or immediate discharge. Each situation will be considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the employee's past conduct and length of service, and the nature of the employee's previous performance or incidents involving the employee. Details of this process are outlined further in the Corrective Action section below.

Corrective Action

Corrective Action is taken against an employee in response to a rule infraction or a violation of District policies. Correction action will continue until the violation or infraction is corrected.

Corrective Action usually begins with a verbal warning, followed by a written warning that is placed in the employee's personnel folder. If more serious corrective action is required, the employee may be put on probation, or have his or her employment terminated as per District policy.

District 88 considers some violations as grounds for immediate dismissal, including, but not limited to: insubordinate behavior, theft, destruction of District property, breach of confidentiality, untruthfulness about personal background, drug or alcohol abuse, or threats of violence.

Employees charged with some infraction and subject to corrective action may appeal that corrective action using the Grievance procedures outlined above. Employees shall be notified of their due process rights by the administration when necessary.

Separation Policies

Job Abandonment

Employees of District 88 that are absent for more than two consecutive days without notifying a direct supervisor are considered to have voluntarily abandoned their employment with the District. The effective date of termination will be the last day the employee reported for work. If an employee abandons a job, he or she will not be entitled to accrued sick leave or vacation days, unless required by law.

Termination

District 88 does not have tenure or guaranteed employment. You or District 88 may terminate your employment at any time for any reason. Termination may result from any of the following: (i) Corrective action measures, which include infractions for violation of company policies, (ii) layoffs, which include the elimination of an employee's job function or headcount reduction due to redundancy or cost reduction and (iii) involuntary dismissal, which may include poor performance reviews or failure to demonstrate an acceptable attitude in the workplace.

Termination Process

District 88 requires that employees return all documents, files, computer equipment, tools, credit cards, keys, network/program log-in and passwords, and other District owned property on or before the last day of work. When all District owned property has been collected, the employee will receive his or her final paycheck and any accrued vacation pay, if applicable.

Employees leaving the District will have the option of having an exit interview with an administrator.

Employment References

Due to confidentiality considerations, District 88 does not provide employment references for former employees. The Superintendent will provide dates of employment and positions held only.

Appendices

EXHIBIT A

Overview of the Family and Medical Leave Act

The U.S. Department of Labor's Employment Standards Administration, Wage and Hour Division, administers and enforces the Family and Medical Leave Act (FMLA) for all private, State and local government employees and some Federal employees. Most Federal and certain congressional employees are also covered by the law and are subject to the jurisdiction of the U.S. Office of Personnel Management or the Congress.

FMLA became effective on August 5, 1993, for most employers. If a collective bargaining agreement (CBA) was in effect on that date, FMLA became effective on the expiration date of the CBA or February 5, 1994, whichever was earlier. FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. The employer may elect to use the calendar year, a fixed 12-month leave or fiscal year, or a 12-month period prior to or after the commencement of leave as the 12-month period.

The law contains provisions on employer coverage; employee eligibility for the law's benefits; entitlement to leave, maintenance of health benefits during leave, and job restoration after leave; notice and certification of the need for FMLA leave; and protection for employees who request or take FMLA leave. The law also requires employers to keep certain records.

EMPLOYER COVERAGE

FMLA applies to all:

- Public agencies, including State, local and Federal employers, local education agencies (schools) **and**
- Private-sector employers who employed 50 or more employees in 20 or more work weeks in the current or preceding calendar year **and** who are engaged in commerce or in any industry or activity affecting commerce — including joint employers and successors of covered employers.

EMPLOYEE ELIGIBILITY

To be eligible for FMLA benefits, an employee **must**:

- Work for a covered employer;
- Have worked for the employer for a total of 12 months;
- Have worked at least 1,250 hours over the previous 12 months; and
- Work at a location in the United States or in any territory or possession of the United States where at least 50 employees are employed by the employer within 75 miles.

FMLA LEAVE ENTITLEMENT

A covered employer must grant an eligible employee up to a total of 12 workweeks of **unpaid** leave during any 12-month period for one or more of the following reasons:

- For the birth and care of the newborn child of the employee;
- For placement with the employee of a son or daughter for adoption or foster care;
- To care for an immediate family member (spouse, child, or parent) with a serious health condition;
or
- To take medical leave when the employee is unable to work because of a serious health condition.

Spouses employed by the same employer are jointly entitled to a **combined** total of 12 work-weeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care and to care for a parent who has a serious health condition. Leave for birth and care, or placement for adoption or foster care must conclude within 12 months of the birth or placement.

Under some circumstances, employees may take FMLA leave intermittently — which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.

If FMLA leave is for birth and care or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval. FMLA leave may be taken intermittently whenever **medically necessary** to care for a seriously ill family member, or because the employee is seriously ill and unable to work.

Also, subject to certain conditions, employees **or** employers may choose to use accrued **paid** leave (such as sick or vacation leave) to cover some or all of the FMLA leave. The employer is responsible for designating if an employee's use of paid leave counts as FMLA leave, based on information from the employee. "**Serious health condition**" means an illness, injury, impairment, or physical or mental condition that involves either:

1. Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility and any period of incapacity or subsequent treatment in connection with such inpatient care; **or**
2. Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) due to:

2.01 A health condition (including treatment therefore, or recovery therefrom) lasting more than three consecutive days and any subsequent treatment or period of incapacity relating to the same condition, that **also** includes:

- Treatment two or more times by or under the supervision of a health care provider; **or**
- One treatment by a health care provider with a continuing regimen of treatment; **or**
- Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; **or**
- A chronic serious health condition, which continues over an extended period of time, requires periodic visits to a health care provider and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; **or**

- A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
- Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

"Health care provider" means:

1. Doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctors practice; **or**
2. Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice and performing within the scope of their practice, under State law; **or**
3. Nurse practitioners, nurse-midwives and clinical social workers authorized to practice and performing within the scope of their practice, as defined under state law; **or**
4. Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; **or**
5. Any health care provider recognized by the employer or the employer's group health plan benefits manager.

MAINTENANCE OF HEALTH BENEFITS

A covered employer is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave.

In some instances, the employer may recover premiums it has paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

JOB RESTORATION

Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits and other terms and conditions of employment.

In addition, an employee's use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to **before** using FMLA leave, nor be counted against the employee under a "no fault" attendance policy.

Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, an employer may refuse to reinstate certain highly-paid "**key**" employees after using FMLA leave during which health coverage was maintained. In order to do so, the employer must:

- Notify the employee of his/her status as a "key" employee in response to the employee's notice of intent to take FMLA leave;

- Notify the employee as soon as the employer decides it will deny job restoration and explain the reasons for this decision;
- Offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; **and**
- Make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

A "**key**" employee is a salaried "eligible" employee who is among the highest paid ten percent of employees within 75 miles of the work site.

NOTICE AND CERTIFICATION

Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. Employers may also require employees to provide:

- Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member;
- Second or third medical opinions (at the employer's expense) and periodic recertification; **and**
- Periodic reports during FMLA leave regarding the employee's status and intent to return to work.

When intermittent leave is needed to care for an immediate family member or the employee's own illness and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the employer's operation.

Covered employers must post a notice approved by the Secretary of Labor explaining rights and responsibilities under FMLA. An employer that willfully violates this posting requirement may be subject to a fine of up to \$100 for each separate offense.

Also, covered employers must inform employees of their rights and responsibilities under FMLA, including giving specific written information on what is required of the employee and what might happen in certain circumstances, such as if the employee fails to return to work after FMLA leave.

UNLAWFUL ACTS

It is unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided by FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceeding, related to FMLA.

ENFORCEMENT

The Wage and Hour Division investigates complaints. If violations cannot be satisfactorily resolved, the U.S. Department of Labor may bring action in court to compel compliance. Individuals may also bring a private civil action against an employer for violations.

OTHER PROVISIONS

Special rules apply to **employees of local education agencies**. Generally, these rules provide for FMLA leave to be taken in blocks of time when intermittent leave is needed or the leave is required near the end of a school term.

Salaried executive, administrative, and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under Regulations, 29 CFR Part 541, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the "salary basis" requirements for FLSA's exemption extends only to "eligible" employees' use of leave required by FMLA.

The FMLA does not affect any other Federal or State law, which prohibits discrimination, nor supersede any state or local law which provides greater family or medical leave protection. Nor does it affect an employer's obligation to provide greater leave rights under a collective bargaining agreement or employment benefit plan. The FMLA also encourages employers to provide more generous leave rights.

Appendix B

Overview of Federal Equal Opportunity Laws, including the Americans with Disabilities Act, the Equal Pay Act, the Age Discrimination in Employment Act

The EEOC enforces the following laws:

- **Title VII of the Civil Rights Act of 1964 (Title VII)** - prohibits race, color, religion, sex, and national origin discrimination. Title VII applies to employers with fifteen (15) or more employees.
- **Age Discrimination in Employment Act of 1967 (ADEA)** - prohibits age discrimination against individuals who are forty (40) years of age or older. The ADEA applies to employers with twenty (20) or more employees.
- **Title I of the Americans with Disabilities Act of 1990 (ADA)** - prohibits employment discrimination against qualified individuals with disabilities. The ADA applies to employers with fifteen (15) or more employees.
- **Equal Pay Act of 1963 (EPA)** - prohibits wage discrimination between men and women in substantially equal jobs within the same establishment. The EPA applies to most employers with one or more employees.

These laws prohibit employment discrimination based on race, color, sex, religion, national origin, age, disability and prohibit retaliation for opposing job discrimination, filing a charge, or participating in proceedings under these laws.

A business is covered by the EEOC laws if:

- All employees, including part-time and temporary workers, are counted for purposes of determining whether an employer has a sufficient number of employees.
- An employee is someone with whom the employer has an employment relationship. The existence of an employment relationship is most easily shown by a person's appearance on the employer's payroll, but this alone does not necessarily answer the question. Determining whether an employer has enough employees to be covered by these laws is, ultimately, a legal question.

Independent contractors are not counted as employees. Determining whether an individual is, under the law, an independent contractor, also is a legal question that may not be as easy to answer as you might think. If you are unsure whether a business or individual is covered, you may wish to consult with an attorney.

The following may file a charge of discrimination with the EEOC:

- Anyone who believes that his or her employment rights have been violated because of race, color, sex, religion, national origin, age, disability, or because of retaliation may file a charge of discrimination with EEOC. By law, EEOC must accept the filing of a charge.

In most geographic areas, a charge must be filed with EEOC within 300 days from the date of the alleged discrimination. In a very small number of areas where a state or local employment discrimination law does not apply, a charge must be filed within 180 days.

Appendix C

Overview of The Immigration Reform and Control Act

The Immigration Reform and Control Act of 1986 (IRCA) makes it unlawful for an employer to hire any person who is not legally authorized to work in the United States and it requires employers to verify the employment eligibility of all new employees.

IRCA also prohibits discrimination in hiring and discharge based on national origin (as does Title VII) and on citizenship status. IRCA's anti-discrimination provisions are intended to prevent employers from attempting to comply with the Act's work authorization requirements by discriminating against foreign-looking or foreign-sounding job applicants.

- IRCA's anti-discrimination provisions apply to smaller employers than those covered by EEOC-enforced laws.
- IRCA's national origin discrimination provisions apply to employers with between 4 and 14 employees (who would not be covered by Title VII).
- IRCA's citizenship discrimination provisions apply to all employers with at least 4 employees.
- IRCA is enforced by the U.S. Department of Justice. For information on IRCA's anti-discrimination provisions, contact:

**United States Department of Justice
Office of Special Counsel for Immigration-Related
Unfair Employment Practices
(800) 255-8155 (employer hotline/voice)
(800) 237-2515 (TDD)**

Appendix D**General Personnel Compliance with the Fair Labor Standards Act**Job Classifications

The Superintendent will ensure that all job positions are identified as either “exempt” or “non-exempt” according to the Fair Labor Standards Act (FLSA) and that employees are informed whether they are “exempt” or “non-exempt.” “Exempt” and “non-exempt” employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by the FLSA minimum wage and overtime provisions.

Work Week and Compensation

The workweek for District employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday. Non-exempt employees will be compensated for all hours worked in a work week including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. “Overtime” is time worked in excess of 40 hours in a single work week.

Overtime

The School Board discourages overtime work by non-exempt employees. A non-exempt employee shall not work overtime without his or her supervisor’s express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee’s written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time-Off*.

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Certificated employees may be suspended without pay in accordance with Board policy 5:240, *Professional Personnel - Suspension*. Non-certificated employees may be suspended without pay in accordance with Board policy 5:290, *Educational Support Personnel - Employment Termination and Suspensions*.

Administrative Implementation

The Superintendent shall implement this policy to ensure FLSA compliance.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. §201 et seq., 29 C.F.R. Parts 516, 541, 548, 553, 778, and 785.

CROSS REF.: 5:240 (Suspension), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

ADOPTED: September 21, 2004

Educational Support Personnel Compensatory Time-Off

This policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, 29 U.S.C. §201 et seq., and (2) are not represented by an exclusive bargaining representative.

Employees may be given 1-1/2 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed 240 hours, which represents compensation for 160 hours of overtime. An employee whose work regularly includes public safety, emergency response, or seasonal activities may accumulate a maximum of 480 hours of compensatory time, which represents compensation for 320 hours of overtime. If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours worked, at the rate of one and one-half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.

An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the District's operations. The employee's supervisor must approve a request to use compensatory time-off.

Upon termination of employment, an employee will be paid for unused compensatory time at the higher of:

1. The average regular rate received by such employee during the last three years of employment; or
2. The final regular rate received by such employee.

Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. §201 et seq.; 29 C.F.R. Part 553.

CROSS REF.: 5:35 (Compliance with the Fair Labor Standards Act), 5:270 (Employment At-Will, Compensation, and Assignment) ADOPTED: November 18, 1997

REVISED: April 24, 2001; September 21, 2004

General Personnel Administrative Procedure - Fair Labor Standards Act Exemptions

FLSA Exemption Category	Staff Positions
Non-covered persons	Independent contractors Bona fide volunteers Trainees (e.g., student teachers) who: (1) receive academic credit for their work experience, (2) do not displace regular employees, (3) work under close supervision, and (4) are not entitled to a job at the end of their training
Executive employees	Superintendent Associate/Assistant Superintendent(s) Directors Supervisors
Administrative employees	Building Principals Assistant Principals
Professional employees	Teachers Counselors Registered nurses Media coordinators
Computer employees	Technology employees performing systems analysis techniques
Non-exempt employees	Secretaries Bookkeepers Bus drivers/transportation workers Receptionists Teacher aides, paraprofessionals, and assistants Computer lab managers Custodians Cafeteria workers Clerks Crossing guards Maintenance workers Media assistants Before/after school program workers Pre-school workers (if District day care)

ADOPTED: September 21, 20

General Personnel Administrative Procedure - Employee Records Required by the Fair Labor Standards Act

Actor	Action
Business office working with supervisors of non-exempt employees	Keep the following records concerning non-exempt employees for 3 years: 1. Full name and social security number and, on the same record, any symbol that might be used in place of the employee's name on any time, work or payroll records; 2. Home address, including zip code; 3. Date of birth, if under age 19; 4. Gender and the employee's occupation; 5. Time of day and day of week on which the employee's work week begins; 6. Explain: i) the hourly rate of pay for any work week when overtime is due; ii) the basis on which wages are paid; and iii) the amount and nature of each payment that is excluded from the regular rate; 7. Hours worked by the employee each workday and the total hours each work week; 8. Total daily or weekly straight time earnings, excluding overtime pay; 9. Total pay for overtime hours; 10. Total additions to or deductions from wages paid each pay period; 11. Total wages paid each pay period; and 12. Date of payment and the pay period covered by the payment.
Business office working with supervisors of exempt employees	Keep the following records concerning exempt employees for 3 years - the records listed in numbers 1-5, 11, and 12 above and a record showing the basis on which the exempt employee's wages are paid.
Building Principal	Keep records regarding the posting of notices.

ADOPTED: September 21, 200

General Personnel Administrative Procedure - Compensable Work Time for Non-Exempt Employees Under the FLSA

Compensable Time Defined for Non-Exempt Employees

Hours Worked - Non-exempt employees must be compensated for all hours worked in a work week. In general, hours worked include:

- All the time an employee must be on duty;
- All the time an employee must be on the employer's premises;
- All the time an employee must be at any other prescribed place of work; and
- Any additional time the employee is allowed (i.e., "suffered or permitted") to work.

Suffered or Permitted to Work - If an employer knows or has reason to know that a non-exempt employee is continuing to work, it is considered work time. 29 C.F.R. §785.11.

This includes allowing employees to work at home (e.g., as when a Building Principal's secretary calls for substitutes early in the morning). 29 C.F.R. §785.12.

If an employee works additional straight time (at the regular rate of pay) or overtime hours without authorization, that employee must still be compensated but may be disciplined for violating Board policy.

Volunteering to Perform Regular Work - Non-exempt employees may not volunteer to perform their regular work duties off-the-clock and without compensation. 29 U.S.C. §203(e)(4)(A). They must be paid even if the employee offers to do the work on his or her "own time." Employees may not waive FLSA requirements.

Examples of Hours Worked for Non-Exempt Employees

Meal periods, unless the employee is completely relieved of all duties and free to leave the duty post for at least 30 minutes. Teacher aides who must supervise students during their lunch are not considered relieved of duties. Employees who eat at their desk and answer phones or otherwise perform work are not considered relieved of duties.

Attendance at inservices, meetings, or lectures unless: (1) attendance is outside the employee's regular working hours, (2) attendance is voluntary, (3) the activity is not related to the employee's job, and (4) the employee performs no productive work for the District.

Coffee breaks or rest periods of 20 minutes or less.

Work done at home if the supervisor knows or should have known that such work was done.

Work done before or after regular hours or on weekends.

On-call time if the employee is required to remain on the employer's premises or so close that he/she is unable to use the time effectively for his/her own purposes while on call.

Transporting material to a worksite before the start of the workday.

Time spent preparing for work, e.g., bus drivers doing safety checks before the route or securing the bus after the route.

Clean up work at the end of a shift.

Travel time during the workday from one job site to another, e.g., non-exempt school nurses traveling from one school to another.

Travel time during the regular working hours, even if it is the weekend.

Attending a School Board meeting at night either to take minutes or perform some other required or assigned duty.

ADOPTED: September 21, 2004

General Personnel – Affidavit for Volunteering Services

Volunteer Agreement Executed by a Non-Exempt Employee

*A non-exempt employee of the School Board may **not** volunteer to perform a job that is the same or similar job for which he or she is employed.*

_____ School Year

I, _____, of my own free will, volunteer my time and service to participate as _____ for Chaney-Monge School. My time and service in this volunteer capacity are given without promise, expectation, or receipt of any form of compensation, benefits, or other remuneration for this service.

I understand and agree that my volunteer participation is not being performed in the course and scope of my regular employment at Chaney-Monge School, and that my participation in this activity is not in any way required by Chaney-Monge School or the Chaney-Monge_School Board.

I acknowledge and agree that my volunteer services do not involve the same or similar type of services I perform as an employee at Chaney-Monge School.

I further acknowledge and agree that my volunteer services are not closely related to my duties and responsibilities as an employee.

I understand that my participation as a volunteer may be terminated at any time, without cause, and that I may withdraw from participation at any time for any reason and that my withdrawal will not affect my continued employment with the School Board.

This agreement will continue in force until terminated.

Volunteer Signature

Date

Authorized School Official

Date

ADOPTED: September 21, 2004

General Personnel -- Agreement to Receive Compensatory Time-Off

Pursuant to the Fair Labor Standards Act (FLSA), the Chaney-Monge Board of Education has a policy of granting compensatory time off to Non-Exempt employees in lieu of overtime pay for time worked in excess of 40 hours in any workweek. A copy of the policies and related administrative procedures adopted on September 21, 2004 has been provided to me.

I, _____, understand that I must obtain my supervisor's express written authorization to work overtime prior to working in excess of my normal work week hours and/or in excess of 40 hours in any work week.

I understand that I will earn compensatory time at a rate of not less than 1 and ½ (1.5) hours for each one hour of overtime worked.

I further understand that I will be allowed to use compensatory time within a reasonable period after requesting such use.

However, I also understand that pursuant to Board Policy and applicable FLSA regulations, the Board may require me to use the compensatory time within a certain time period, may prohibit the use of compensatory time on certain days, may require that compensatory time be cashed out after a particular time period, or may otherwise limit the use of compensatory time.

I hereby knowingly agree and consent to the use of compensatory time in lieu of overtime pay for time worked in excess of 40 hours in any work week, and I accept this as a condition of my employment.

Employee Signature

Date

Authorized School Official

Date

APPROVED: September 21, 2004

**CHANEY-MONGE SCHOOL DISTRICT #88
JOB DESCRIPTION**

Job Title: Superintendent's Secretary

<p>Superintendent's Secretary</p>
--

Immediate Supervisor: Superintendent

Hours: 7:15 AM - 3:15 PM; 12 months (summer schedule may vary)
30 Minute Paid Lunch; 2-15 Minute Breaks

FLSA: Non-exempt

Rate of Pay: Salaried - regionally competitive; Continued Employment for the following school year will be contingent on a satisfactory and acceptable level of performance during the probationary period in year one, and contingent upon satisfactory evaluations in subsequent years

Benefits:

Paid Sick Days	15 Days/year. Compensation based on wage/salary/per diem base rate
Paid Vacation Days	10-20 non-cumulative paid vacation based on years employed in the district: 0-4yrs: 10dys; 5-14yrs.:15dys; 15-24yrs: 20dys; 25+yrs: 25dys
Paid Personal Days	4 Days per year; ½ increment minimum
Retirement	IMRF
Employee Insurance	100% Premium for Health, Dental, Vision and Life
Family Insurance	Available at cost to the employee
Paid Bereavement Leave	3 Days per year; compensation base on wage/salary base rate.
Payroll	Bi-weekly: In addition to state and federal income taxes, contributions to the Social Security System (FICA) and the Illinois Municipal Retirement Fund (IMRF) are subtracted from the gross pay.

General Knowledge Requirements: Proficient in the following:

- Communications both written and oral
- Use of office equipment: telephone, typewriter, computer, facsimile, copier, calculator, security buzzer system, laminator
- Organization of office procedures
- Friendly and helpful to students, parents, teachers, and community

Description of Duties:

Daily:

- Superintendent secretary: types letters, forms, bulletins, reports, as requested by administration
- Answers phone, takes messages, answers questions
- Makes Xerox copies for Superintendent, Principal, teachers and staff as requested
- Prepares absence list; calls parents who don't call in
- Keeps all student information current; update as needed and enter any changes on computer; keep current records of new students entering and students transferring to another school.

- Make and keep current Enrollment lists and Family lists
- Keeps record of students entering and leaving building
- Receptionist to all parents and visitors to the building
- Tends to teacher and student requests as needed
- Tends to sick children when nurse is not available
- Delivers messages to teachers, staff and students
- Sorts incoming mail
- Calls AOE when copier needs service; helps with jams and copier problems when able
- Is qualified to be a Registrar at Chaney-Monge School

Weekly:

- Calls for substitute teachers when needed by teachers for illnesses, meetings, Personal Leave
- Fills in time sheets for substitute teachers and records teacher absences for payroll

Monthly:

- Types, copies, and distributes monthly newsletter
- Assists Superintendent in putting together monthly Board Packets
- Collects Market Day orders; sends to Market Day completed orders

Annually:

- Change computer student class lists for the upcoming school year.
- Make book for office of all student enrollments with addresses and phone numbers to be used by office administration, office staff, and teachers.
- Collect school insurance; type form to be sent to insurance co; keep record for our files
- Make computerized books with class lists, locker lists, teacher roster and family lists for office use
- Send in names of 8th grade student graduates for their diplomas; put together for graduation ceremony.
- Type and copy graduation program, Veterans' Day program, Band & Choir programs if needed.
- Set up appointments for DIAL testing; call & remind parents
- Do inventory of office supplies and order office supplies and some teacher supplies
- Type grants for Superintendent and Principal upon request
- Type yearly state reports upon request
- Make copies for LTHS of outgoing 8th grade class cum folders including health records, test scores, and report cards. File outgoing 8th grade cum folders to be kept for 60 years.

Periodically:

- Help with registering of new students; send for student records.
- Send out transfer student's cum folders; make copies to be put on file.
- Make unsatisfactory notice folders for grades 4 through 8; keep copies in folders; make envelopes and send home quarterly
- Make up grade and comment sheet folders for grades 4-8 and make grade sheets for each quarter
- Use 6-8 grade sheets to enter grades on computer for grade point averages; 8th grade graduation awards, upper 10% and Valedictorian and Salutatorian.
- Make honor rolls lists for school, teachers, and send in to the Herald News.
- Collect and give receipts for school fees paid in the office.
- Set up appointments for interviews when necessary.
- Set up appointments for kindergarten conferences, both in the Fall and in the Spring.

- Voter Registration

Minimal Requirements

- Able to perform tasks listed in the job description.
- Able to follow directions and perform assigned duties.
- Must present a signed physicians statement of good health and fitness for the duties as delineated above and provide evidence of a negative Mantoux Test administered within the past 30 days (Tuberculosis Screening).
- Submit to a Fingerprint-based criminal background investigation, results of which must be on file prior to the first day of employment or as a condition for continued employment.
- Possess a valid Illinois Driver's License
- If applicable, possess appropriate state certification relative to the job assignment.

**CHANEY-MONGE SCHOOL DISTRICT #88
JOB DESCRIPTION**

Principal's,
Student Service &
Digital School
Record
Management
Secretary

Job Title: Principal's Secretary, Student Service and Digital School
Record Management Secretary

Immediate Supervisor: Principal

Hours: 8:00 AM - 4:00 PM; 12 months (Summer schedule may vary)
30 Minute Paid Lunch; 2-15 Minute Breaks

FLSA: Non-exempt

Rate of Pay: Salaried - regionally competitive; Continued Employment for the following school year will be contingent on a satisfactory and acceptable level of performance during the probationary period in year one, and contingent upon satisfactory evaluations in subsequent years

Benefits:

Paid Sick Days	15 Days/year. Compensation based on wage/salary/per diem base rate.
Paid Vacation Days	10-20 non-cumulative paid vacation based on years employed in the district: 0-4yrs: 10dys; 5-14yrs.:15dys; 15-24yrs: 20dys; 25+yrs: 25dys
Paid Personal Days	4 Days/year; ½ increment minimum
Retirement	IMRF
Employee Insurance	100% Premium for Health, Dental, Vision and Life
Family Insurance	Available at cost to the employee
Paid Bereavement Leave	3 Days/year; compensation base on wage/salary base rate.
Payroll	Bi-weekly: In addition to state and federal income taxes, contributions to the Social Security System (FICA) and the Illinois Municipal Retirement Fund (IMRF) are subtracted from the gross pay.

General Knowledge Requirements - Proficiency in the Following Areas

- Communications both written and oral
- Use of office equipment: telephone, typewriter, computer, facsimile, copier, calculator, security buzzer system, laminator
- Organization of office procedures
- Friendly and helpful to students, parents, teachers, and community
- Knowledge of special education secretarial and record management duties
- Knowledge of computer-based student attendance, grade and general record keeping software
- Working knowledge of Microsoft basic word processing, spreadsheet and database software

Duties and Assignments

GENERAL OFFICE:

- Receptionist to all visitors to the building.
- Answer phone calls, monitor buzzer security system to building.
- Assist and/or activate appropriate emergency and safety response protocol when necessary.

- Attend training sessions for new computer programs that the office uses. Learn SDS program and use it for official database of enrollment. Enter Master schedule into program. Ability to print out individual junior high students schedules.
- Use program to print daily attendance list. Record student's absences, reason and call parents if they neglected to let office know the reason for their child's absence. Track attendance "watch list" students for truant officer. Supply data for her use.
- Maintain school enrollment database using Access program. Produce specific lists for principal, teachers, PTO, and nurse.
- Supply information to staff.
- Keep record of students entering and leaving building.
- Load paper into copier, un-jam the machine, load toner into machine, take readings for both machines, order toner and call for service as needed.
- Place orders as necessary by phone, or internet for computer supplies, office supplies, business office, special education department.
- Proof read items for administrators and staff members upon request prior to publication.
- Sort incoming mail.
- Deliver messages, packages to teachers, staff and students.
- Operate the following machinery: Typewriter, computer, door security system, p.a. system, telephone and fax machine, adding machine and copiers.
- Make Xerox copies for superintendent, principal, special education coordinator as needed.
- Call bus company to verify schedules. Fax bus forms to bus co. Notify bus companies when there is a variation to our school schedule.
- Type letters, forms, surveys, bulletins, envelopes for superintendent, principal, nurse, as needed.
- Give information to parents regarding new student enrollment, copy health records, birth certificates, proof of residency forms, collect fees, and give receipts.
- Access the ISBE website and order from the online TEXTBOOK LOAN PROGRAM for the entire school. Done once yearly, usually taking 3 days to complete.
- Set up appointments for interviews for principal when necessary.
- Take care of minor injuries, give ice packs, and take temperatures of sick children, when nurse is not present. Call parents/emergency #'s to pick up student.
- Call 911 when necessary.

SPECIAL EDUCATION SECRETARY (SPED)

- Schedule IEP conferences with parents allowing 10-day prior notice. Type Meeting Notices and invite appropriate members of staff including high school representatives for 8th graders, specialists, etc. Copy and distribute or mail meeting notices to invited members.
- Mail meeting notices to parents along with Explanation of Procedural Safeguards.
- File meeting notices in district file cabinet.
- Maintain Special Ed files in a locked file cabinet.
- Maintain inactive files in a separate locked file cabinet.
- Maintain Special Ed forms.
- Mail out files to school district when there is a student transfer.
- Fax or mail request for school records for special education files for new enrollments.
- Maintain Access database with special education information including services, dates of annual reviews, 3-year evaluations, 1st, 2nd, 3rd contacts.
- Make folder for students receiving services, file corresponding information in separate categories and file in cabinet.

- Route all information to coordinator, principal, liaison.
- Maintain Access Database for special education information and forward to TAMES for healthcare reimbursement.
- Prepare Tames healthcare Time Study 5 times quarterly.

GENERAL EDUCATION INITIATIVE TEAM SECRETARY (GEI)

- Maintain Access Database with information on enrollment, services, vital information.
- Update changes to REI Log book as needed.
- When a student drops, make a note of drop date on Passport and remove name from database.
- Assist REI Team Liaison with distribution of memos, surveys, routers, and any form of official correspondence.
- Assist REI Team Liaison with typing, filing and mailing of REI paperwork.
- Communicate REI Team actions to parents by phone and/or letter.
- Make Access Database queries to produce lists to specific staff members as needed.
- Print updated REI log and distribute to REI Team members quarterly.

Minimal Requirements

- Able to perform tasks listed in the job description.
- Able to follow directions and perform assigned duties.
- Must present a signed physicians statement of good health and fitness for the duties as delineated above and provide evidence of a negative Mantoux Test administered within the past 30 days (Tuberculosis Screening).
- Submit to a Fingerprint-based criminal background investigation, results of which must be on file prior to the first day of employment or as a condition for continued employment.
- Possess a valid Illinois Driver's License
- If applicable, possess appropriate state certification relative to the job assignment.

**CHANEY-MONGE SCHOOL DISTRICT #88
JOB DESCRIPTION**

**Financial Clerk
and School
Assistant**

Job Title: Financial Clerk & School Assistant

Immediate Supervisor: Principal

Hours: 6.5 paid hours per day To be determined at the start of each school year.
180 days/per year when school is in session; 30 minute unpaid lunch;
15 minute/day break.

Rate of Pay: _____: Continued Employment for the following school year will be contingent on a satisfactory and acceptable level of performance during the probationary period in year one, and contingent upon satisfactory evaluations in subsequent years

Benefits:

Paid Sick Days	10 Days/year. Compensation based on wage/salary base rate.
Paid Vacation Days	None
Paid Personal Days	2 Days/year; ½ increment minimum
Retirement	IMRF if annual total exceeds 600 hours
Employee Insurance	Available at 100% cost to the employee
Family Insurance	Available at 100% cost to the employee
Paid Bereavement Leave	3 Days/year; compensation base on wage/salary base rate.
Payroll	Bi-weekly: In addition to state and federal income taxes, contributions to the Social Security System (FICA) and the Illinois Municipal Retirement Fund (IMRF) are subtracted from the gross pay.
FLSA	Non-exempt

General Knowledge & Requirements

- Communications both written and oral
- Use of office equipment: telephone, typewriter, computer, facsimile, copier, calculator, security buzzer system, laminator
- Organization of office & routine fiscal procedures.
- Friendly and helpful to students, parents, teachers, and community
- Working knowledge of Microsoft basic word processing, spreadsheet and database software
- Possess a valid Driver's License

Financial Clerk:

- Prepare checks and cash for **weekly** deposits of lunch money, milk money, and any monies collected for the education account.
- Make deposits of miscellaneous funds, such as field trip money, juice or pop money, telephone money, weekly reader into Chaney-Monge account. Record deposits in register.
- Make deposits of cap and gown, 8th grade trip money as needed.
- Prepare purchase orders by typing, copying, filing, faxing or mailing out.

FISCAL SERVICES SUPPORT

- Monthly, 17 school registers are double-checked, and attendance totals are entered on computer using Excel program, then printed out. 1 copy goes to lunchroom supervisor to be sent to state, 1 copy goes to business manager, 1 copy to principal.
- Maintain Access database for school fees. Update as necessary. Provide list of ineligible to participate students to homeroom teachers and principal. Mail reminder letters to parents that fail to pay fees.
- Make out receipts for all payments of fees and give to appropriate people.
- Give expense voucher forms to staff when needed to reimburse them.
- Manager of Petty Cash account.
- Order cap and gowns for graduation.
- Give IRS forms and New Employee forms to new employees and substitute teachers and enrichment supervisors as needed. Make copy of social security card and drivers licenses and give all papers to Business Director.

Minimal Requirements

- Able to perform tasks listed in the job description.
- Able to communicate effectively.
- Familiar with general accounting and bookkeeping procedures: Accounts payable and receivable
- Able to prepare bank deposits; balance checkbooks; maintain financial records.
- Able to utilize computer spreadsheets, word and data processing software.
- Able to follow directions and perform assigned duties.
- Must present a signed physicians statement of good health and fitness for the duties as delineated above and provide evidence of a negative Mantoux Test administered within the past 30 days (Tuberculosis Screening).
- Submit to a Fingerprint-based criminal background investigation, results of which must be on file prior to the first day of employment or as a condition for continued employment.
- Possess a valid Illinois Driver's License
- If applicable, possess appropriate state certification relative to the job assignment.

**Chaney-Monge School District #88
Job Description & Employment Agreement
Education Support Personnel**

ESP:
Program/Student
Assistant;
Bi-Lingual Aide;
Library Aide;
Food Service
Assistant.

- ____ **PROGRAM ASSISTANT**
- ____ **INDIVIDUAL STUDENT ASSISTANT**
- ____ **INDIVIDUAL BI-LIGUAL STUDENT ASSISTANT**
- ____ **LIBRARY AIDE, LIBRARY ASSISANT**

Employee Name: _____

Date of Hire: _____

Grade: _____ Program: _____

Supervisor, Supervising Teacher _____

Student's Name (for Individual Student Assistants): _____

General Information

Paid Sick Days	10 Days/year. Compensation based on wage/salary base rate.
Paid Vacation Days	None
Paid Personal Days	2 Days/year; 1/2 increment minimum
Retirement	IMRF if annual total exceeds 600 hours
Employee Insurance	Available at 100% cost to the employee
Family Insurance	Available at 100% cost to the employee
Paid Bereavement Leave	3 Days/year; compensation base on wage/salary base rate.
FLSA Classification	Non-exempt
Payroll	Bi-weekly: In addition to state and federal income taxes, contributions to the Social Security System (FICA) and the Illinois Municipal Retirement Fund (IMRF) are subtracted from the gross pay.
Lunch	42-45 minute paid lunch as per individual or class schedule

1. Hourly rate: _____
2. Daily hours: _____
3. First Day of Employment _____
4. Last day of employment (in the absence of any school closing due of emergency): _____
5. Program assistants work the first and last teacher institute days of the school year; individual student assistants work the first teacher institute day only. One additional day is added to the contract for staff development. Both program and individual assistants work everyday that students are in attendance.

**Chaney-Monge School District #88
Job Description: Building Engineer**

Building Engineer

Supervisors: Superintendent – immediate; Principal

Days: Monday-Friday and as per need

Hours: Eight (8) per day; 30 minute paid lunch; 2 – 15 minute breaks.
Normal Hours: 7:00 AM - 3:00 PM

Schedule: 12 months

Rate of Pay: Salaried - regionally competitive; Continued Employment for the following school year will be contingent on a satisfactory and acceptable level of performance during the probationary period in year one, and contingent upon satisfactory evaluations in subsequent years

Benefits:

Paid Sick Days	15 Days/year. Compensation based on wage/salary/per diem base rate.
Paid Vacation Days	10-20 non-cumulative paid vacation based on years employed in the district 0-4yrs: 10dys; 5-14yrs.:15dys; 15-24 yrs: 20; 25 +yrs: 25dys
Paid Personal Days	4 Days/year; ½ increment minimum
Retirement	IMRF
Employee Insurance	100% Premium for Health, Dental, Vision and Life
Family Insurance	Available at cost to the employee
Paid Bereavement Leave	3 Days/year; compensation base on wage/salary base rate.
Payroll	Bi-weekly: In addition to state and federal income taxes, contributions to the Social Security System (FICA) and the Illinois Municipal Retirement Fund (IMRF) are subtracted from the gross pay.
FLSA	Non-exempt

General Description of Routine Responsibilities:

- Responsible for supervision of all cleaning and custodial employees
- Responsible for the inventory, ordering and safe storage of all building maintenance supplies.
- Performs/assigns maintenance tasks as per need or as per emergency.
- Opens school facility in the morning.
- Fills in for maintenance staff as per need.
- Completes light cleaning as per need.
- Responsible for complete exterior building and grounds maintenance.
- Coordinates the use of outside contractors and vendors as per need.
- Conducts a daily inspection of the school facility for obvious life, health or safety problems.
- Maintains the building HVAC and control systems.
- Transports materials to and from the school as per need.
- Addresses periodic requests for school staff members as per need.
- Reports all employee and building concerns to the administration promptly.
- Maintains school district audio, visual and electronic equipment either directly or through the use of qualified service and sales contractors.

- Annually prepares a list of immediate and long term building and grounds maintenance needs.
- Completes minor maintenance tasks requiring basic plumbing, electrical, carpentry and/or mechanical knowledge.
- Run periodic errands using the school van for school related activities at the direction and approval of one of the above listed supervisors.
- Be able to occasionally adjust normal work schedule to accommodate vacations and or staffing emergencies.
- Make appropriate and timely reports to a supervisor regarding building damage, potential problems, broken equipment, crowd/activity participant behavior, accidents, blood borne pathogen incidents, vandalism and recurring custodial problems.
- Perform all additional tasks that may be deemed necessary by any of the above listed supervisors.
- Coordinate/complete snow removal as necessary.
- Accessible for after hour emergencies and/or emergency building situations via emergency phone dialer emergency notification system.

Create, monitor and supervise a facility cleaning and maintenance schedule that includes:

1. Daily vacuuming all elementary classrooms, library and entryway carpets.
2. Cleaning and stocking all washrooms.
3. General classroom cleaning.
4. Floor care and maintenance.
5. Daily Lunchroom Clean-up
6. Preparation and clean-up for after school events authorized by the Board of Education or in conjunction with the major school parent organizations:
 - Set-up and tear-down the gymnasium for CMPAA or Lockport Park District sponsored athletic events or any other approved athletic events.
 - Set-up and tear-down the lunchroom for board or administration approved events.
 - Set-up and tear down for all other activities approved by the board or administration on an as need basis.
 - Cooperating and assisting school and community organizations during large scale approved events such as the C-M Tournament, Band Contests, etc.
7. Security: Check all exterior and interior doors, windows and hallways prior to setting the burglar alarm at the end of the work period.
8. Snow Removal and/or spread non-skid material as needed or requested before school and during after school approved events.
9. Assist school affiliated organizations with the Market Days Program.
10. Attend to equipment and maintenance emergencies.
11. Removal of all trash from the building each evening.
12. Performance of light maintenance duties.

Minimal Requirements

1. Able to lift/push or truck workloads ranging from 1 to 100 lbs.
2. Able to attend to routine tasks that require a basic knowledge of plumbing, heating, electrical and mechanical systems.
3. Able to read building blueprints
4. Able to perform exterior maintenance and cleaning tasks.
5. Can climb and comfortably work at heights of up to 30 feet using scaffolding, ladders or mechanical lifts.
6. Knowledge of floor and wall finishes including the tools required to strip, apply and maintain

surfaces.

7. Able to perform mechanical tasks: Manipulate lunchroom tables, gym bleachers, stage equipment, athletic event equipment, custodial equipment, lawn tractor
8. Familiarity with general building maintenance and custodial tasks.
9. Able to follow directions and perform assigned duties.
10. Must present a signed physicians statement of good health and fitness for the duties of custodian as delineated above within 30 days.
11. Submit to a criminal background investigation, results of which must be on file prior to the first day of employment or as a condition for continued employment.
12. Possess a valid Illinois Driver's License and provide proof of auto insurance.

Chaney-Monge School District

Job Description: Afternoon/Evening Custodian/Security

Afternoon &
Evening
Custodian rev.
12.12.12

#88

Supervisors: Head of Maintenance -- immediate
Principal
Superintendent

Days: Normally Monday-Friday. Schedule may occasionally be modified by the Building Engineer with two weeks notice for non-emergency situations when possible.

Hours: Eight (8) per day not including lunch
Normal Hours: 3:00 PM - 11:30PM during days school is in session (180 days)

Schedule: The regular school year: 180 days as per school calendar
Extended regular hours may be available as determined by the Building Engineer.

Rate of Pay: Regionally Competitive
Raises based on an end of the school year evaluation by the immediate supervisor and school district administration at the completion of a 12-week probation period commencing on the first day of employment. Continued Employment for the following school year will be contingent on a satisfactory and acceptable level of performance during the probationary period in year one, and contingent upon satisfactory evaluations in subsequent years

Benefits:

Paid Sick Days	10 Days/year. Compensation based on wage/salary base rate.
Paid Vacation Days	None
Paid Personal Days	2 Days/year; ½ increment minimum
Retirement	IMRF if annual total exceeds 600 hours
Employee Insurance	Available at 100% cost to the employee
Family Insurance	Available at 100% cost to the employee
Paid Bereavement Leave	3 Days/year; compensation base on wage/salary base rate.
FLSA Classification	Non-exempt
Payroll	Bi-weekly: In addition to state and federal income taxes, contributions to the Social Security System (FICA) and the Illinois Municipal Retirement Fund (IMRF) are subtracted from the gross pay.
Lunch/Breaks	30 Minute unpaid; Two (2) 15 minute breaks.

General Description of Routine Duties: A specific daily list of duties for the evening custodian will be developed from this general list by the building engineer.

- Vacuum all elementary classrooms, library and entryway carpets.
- Clean and stock washrooms.
- General classroom cleaning as per the direction of the building engineer.
- Floor care and maintenance.
- Preparation and clean-up for after school events authorized by the Board of Education. Upon direction by the building engineer, the duties may include but are not limited to:

- Set-up and tear-down the lunchroom for board or administration approved events.
- Set-up and tear down for all other activities approved by the board or administration on an as need basis.
- Cooperating and assisting school and community organizations during large scale approved events such as the C-M Tournament, Band Contests, etc.
- Security: Check all exterior and interior doors, windows and hallways prior to setting the burglar alarm at the end of the work period.
- Shovel snow and/or spread non-skid material as needed or requested during after school approved events.
- Assist school affiliated organizations with the Market Days Program.
- Attend to equipment and maintenance emergencies.
- Remove all trash from the building each evening.
- **Remove all trash from the area under the gym bleachers as per the direction of the Head of Maintenance.**
- **Clean Faculty Lounge area on a weekly basis as per the direction of the Head of Maintenance.**
- Perform light maintenance duties as directed by the building engineer.
- Run periodic errands using the school van for school related activities at the direction and approval of one of the above listed supervisors.
- Be able to occasionally adjust normal work schedule to accommodate vacations and or staffing emergencies.
- Make appropriate and timely reports to a supervisor regarding building damage, potential problems, broken equipment, accidents, blood borne pathogen incidents, vandalism and recurring custodial problems.
- Perform all additional tasks that may be deemed necessary by any of the above listed supervisors.

Minimal Requirements

1. Able to lift/push or truck workloads ranging from 1 to 100 lbs.
2. Able to perform mechanical tasks: Manipulate lunchroom tables, gym bleachers, stage equipment, athletic event equipment and custodial equipment.
3. Familiarity with general building custodial tasks.
4. Able to follow directions and perform assigned duties.
5. Must present a signed physicians statement of good health and fitness for the duties of custodian as delineated above and provide evidence of a negative Mantoux Test administered within the past 30 days (Tuberculosis Screening).
6. Submit to a Fingerprint-based criminal background investigation, results of which must be on file prior to the first day of employment or as a condition for continued employment.
7. Possess a valid Illinois Driver's License and provide proof of auto insurance.

Chaney-Monge School District #88

Job Description: School Nurse



Supervisors: Principal and Superintendent

Days: Normally Monday-Friday on days school is in session.
Schedule may occasionally be modified by the Principal as per need.

Hours: M-F; 7.0 hours per day; 30 minute paid lunch.
Normal Hours: 8:00 AM – 3:00 PM

Schedule: The regular school year: 180 days as per school calendar
Extended regular hours may be available as determined by the Principal

Rate of Pay: _____ Regionally Competitive; Continued Employment for the following school year will be contingent on a satisfactory and acceptable level of performance during the probationary period in year one, and contingent upon satisfactory evaluations in subsequent years

General Information:

Paid Sick Days	10 Days/year. Compensation based on wage/salary/per diem base rate.
Paid Vacation Days	none
Paid Personal Days	2 Days/year; 1/2 increment minimum
Retirement	IMRF
Employee Insurance	Available at cost to the employee
Family Insurance	Available at cost to the employee
Paid Bereavement Leave	3 days/year.
Payroll	Bi-weekly: In addition to state and federal income taxes, contributions to the Social Security System (FICA) and the Illinois Municipal Retirement Fund (IMRF) are subtracted from the gross pay.
FLSA	Exempt

General Description of Routine Duties:

- Review Health and Immunization records and monitor for State health code compliance.
- Compile and submit health related statistics as per State and County Health rules and regulations and as per the Illinois School Code.
- Dispense medication.
- Handle communicable disease inquiries from parents and general public.
- Order and inventory health care supplies.
- Organize and administer annual hearing and vision screenings.
- Assist other staff with home-based medical interventions.
- Provide Health Histories and vision and hearing screening results to GEI and SPED team meetings.
- Maintain a daily log of visits, communications and health care activities.
- Assist with the development of any emergency plans involving the health and well-being of students.
- Provide/conduct and record school district employees with initial and annual blood borne pathogen training sessions.
- Participate in all school district emergency response drills.

Qualifications:

- RN/LPN Certified
- Able to utilize computers and office software
- Able to get along with students and parents

Chaney-Monge School District #88
Job Description: Reading Improvement Aide (RIA)

**Reading
Improvement
Aide**

Supervisors: Principal and Superintendent

Days: Normally Monday-Friday on days school is in session.
 Schedule may occasionally be modified by the Principal as per need.

Hours: M-F; 7.25 hours per day; 7:45 AM – 3:00 PM. Paid lunch.

Schedule: The regular school year: 180 days as per school calendar
 Extended regular hours may be available as determined by the Principal

Rate of Pay: _____ Regionally Competitive; Continued Employment for the following school year will be contingent on a satisfactory and acceptable level of performance during the probationary period in year one, and contingent upon satisfactory evaluations in subsequent years

General Information:

Paid Sick Days	10 Days/year. Compensation based on wage/salary/per diem base rate.
Paid Vacation Days	none
Paid Personal Days	2 Days/year; ½ increment minimum
Retirement	IMRF
Employee Insurance	Available at cost to the employee
Family Insurance	Available at cost to the employee
Paid Bereavement Leave	3 days/year.
Payroll	Bi-weekly: In addition to state and federal income taxes, contributions to the Social Security System (FICA) and the Illinois Municipal Retirement Fund (IMRF) are subtracted from the gross pay.
FLSA	Non-exempt

General Description of Routine Duties:

- Provide supplementary reading instruction and assist students with identified reading difficulties.
- Under the direction of the classroom teacher and Principal, RIA shall assist students within the context of the classroom.
- Under the direction of the principal, the RIA shall formulate a schedule based on need and demand in order to work with those students needing assistance.
- The RIA shall maintain a daily log (plan book) that describes his/her activity for each day.
- The RIA shall work collaboratively with the Title I, regular and special education staff members to develop a plan of activities to improve the students’ overall classroom performance and reading abilities.
- The RIA shall work directly with students in either a one-on-one or small group setting as per need and direction of his/her students.

**Chaney-Monge School District #88
Job Description: Lunch Program Supervisor**

<p>Food/Lunch Service Supervisor</p>

Supervisors: Principal and Superintendent

Days: Normally Monday-Friday on days school is in session.
Schedule may occasionally be modified by the Principal as per need.

Hours: M-F; 5.5 hours per day; 9:00 AM – 2:30 PM.

Schedule: The regular school year: 180 days as per school calendar
Extended regular hours may be available as determined by the Principal and as per need to organize and prepare for the start and end of each school year.

Rate of Pay: _____ Regionally Competitive; Continued Employment for the following school year will be contingent on a satisfactory and acceptable level of performance during the probationary period in year one, and contingent upon satisfactory evaluations in subsequent years

General Information:

Paid Sick Days	10 Days/year. Compensation based on wage/salary/per diem base rate.
Paid Vacation Days	none
Paid Personal Days	2 Days/year; 1/2 increment minimum
Retirement	IMRF
Employee Insurance	Available at cost to the employee
Family Insurance	Available at cost to the employee
Paid Bereavement Leave	3 days/year.
Payroll	Bi-weekly: In addition to state and federal income taxes, contributions to the Social Security System (FICA) and the Illinois Municipal Retirement Fund (IMRF) are subtracted from the gross pay.
FLSA	Non-Exempt

General Knowledge Requirements:

- A working knowledge of general math.
- Communications both written and oral.
- Familiarity with general food service health and safety rules and regulations.
- Able to work with children and adults.
- Able to read, interpret and fill in required state, county and federal school lunch program forms and reports.
- Physical Requirements:
- Proof of good health and free from tuberculosis (Mantoux Test) from a medical practitioner.
- Able to lift/truck/move loads of up to 50 lbs without assistance.
- Able to lift/truck/move loads of up to 100 lbs with mechanical assistance.
- Able to read, operate and clean general food service preparation, cooking and service equipment.

Description of Duties

Daily:

- Prepare kitchen equipment for use

- Prepare daily lunch order
- Call in daily lunch order to Joliet Grade School, District 86 food service.
- Prepare/set-up lunch room for students.
- Accept lunch order and verify order count.
- Load lunches into hot/cold temporary storage cabinets.
- Maintain student behavior control in the lunchroom when necessary as per school rules.
- During each lunch period, provide Point of Service monitoring by: collecting tickets from students and delivering the appropriate lunch to the student.
- Maintain “Point of Service” accounting for each lunch and each lunch period.
- Prepare daily reports.
- Clean and disinfect all food contact surfaces each period.

Weekly:

- Prepare lunch tickets and deliver to teachers mailboxes.
- Collect lunch money and prepare the bank deposit.
- Prepare the weekly lunch and financial summary.
- Determine supplies for the following week.

Monthly:

- Prepare monthly lunch calendar for the newsletter.
- Prepare ISBE school meals reports.
- Annually:
 - Prepare and submit Free and Reduced Price Meals program materials to local media outlets.
 - Prepare annual lunch program application.
 - Prepare annual summaries and reports in conjunction with the school business office.
 - Fill in/prepare all necessary audit materials and reports.

Periodically:

- Prepare reports for supervisors as per need.
- Participate and coordinate special meal events with PTO.
- Participate and cooperate with State, County and local officials during audits and inspections.
- Monitor District 86 food service calendar for calendar conflicts and school closing issues.
- Develop school meal alternatives when District 86 food services are closed.

Chaney-Monge School District #88
Job Description: K-8 Math Aide – (MA)

<p>K-8 Math Aide</p>

Supervisors: Principal and Superintendent; Math Teachers.

Days: Normally Monday-Friday on days school is in session. Schedule may occasionally be modified by the Principal as per need.

Hours: 7.25 hours per day; 7:45 AM – 3:00 PM. Paid lunch.

Schedule: The regular school year: 180 days as per school calendar
 Extended regular hours may be available as determined by the Principal

Rate of Pay: _____ Regionally Competitive; Continued Employment for the following school year will be contingent on a satisfactory and acceptable level of performance during the probationary period in year one, and contingent upon satisfactory evaluations in subsequent years

General Information:

Paid Sick Days	10 Days/year. Compensation based on wage/salary/per diem base rate.
Paid Vacation Days	none
Paid Personal Days	2 Days/year; ½ increment minimum
Retirement	IMRF
Employee Insurance	Available at cost to the employee
Family Insurance	Available at cost to the employee
Paid Bereavement Leave	3 days/year.
Payroll	Bi-weekly: In addition to state and federal income taxes, contributions to the Social Security System (FICA) and the Illinois Municipal Retirement Fund (IMRF) are subtracted from the gross pay.
FLSA	Non-exempt

General Description of Routine Duties:

- Provide supplementary math instruction and assist students with identified math difficulties.
- Under the direction of the classroom teacher and Principal, MA shall assist students within the context of the classroom.
- Under the direction of the principal, the MA shall formulate a schedule based on need and demand in order to work with those students needing assistance.
- The MA shall maintain a daily log (plan book) that describes his/her activity for each day.
- The MA shall work collaboratively with the Title I, regular and special education staff members to develop a plan of activities to improve the students’ overall classroom performance and Math abilities.
- The MA shall work directly with students in either a one-on-one or small group setting as per need and direction of his/her students.

Primary Duties:

- Organize. Plan and evaluate classroom support programs in grade K-8
 - Establish procedures for admission of students into the intervention program
 - Process all student referrals as they become available

- Network with staff to review historical achievement data for each student referral to determine eligibility and to develop an appropriate course of remediation.
- Deliver student support service in grades K-8 as per their class schedule.
- Provide assistance and support to students, their parents and appropriate staff members.
 - Make copies of program policy and procedures available to parents and program participants.
 - Convene an annual meeting to which all parents of students enrolled in the program are invited to explain the program and activities at the end of each quarter.
 - Maintain ongoing communication with parents regarding student progress or lack thereof
 - Arrange for parent observations of class activities when requested
 - Create, recommend and encourage parental involvement activities.
- Participate as needed or required in the district's School Improvement activities as related to math intervention.
- Provide summative individual and programmatic evaluations at the end of the year:
 - For individual students – recommendation for either continued support services or release from the program based on grades, teacher reports and or any other relevant data.
 - For the Program – In collaboration with school administrators, analyze aggregated and disaggregated data for groups and individuals enrolled in the program to determine if achievement has been improved. Planning for the following year would be based on the data analysis findings.
- Order, inventory, record and take custody of all materials ordered using Title I revenues.
- Utilize a flex schedule, if necessary, using before or after school hourly adjustments as the need arises.
- Performs additional duties and tasks as determined by the building principal.

Requirements:

- A thorough knowledge of general mathematics especially arithmetic concepts for elementary grades.
- Proof of good health and negative tuberculin test (Mantoux).
- Able to work and teach elementary-aged children.
- Able to communicate with parents.
- Familiarity with the Illinois Learning Standards for Math.

Chaney-Monge School District #88
Job Description: 1 FTE K-8 Intervention Instructor (II)

**K-8
Intervention
Instructor**

Supervisors: Principal and Superintendent; Math Teachers.

Certified Teaching Position: Refer to CMTO/AFT 604 Collective Bargaining Agreement for terms and conditions of employment.

FLSA: Exempt

General Description of Routine Duties:

- Provide supplementary instruction, remediation and assist students with identified learning difficulties.
- Collaborating with the classroom teacher, Principal and GEI team, the II shall assist students within the context of the classroom.
- The II shall formulate a schedule based on need and demand in order to work with those students needing assistance.
- The II maintain clear and concise records for each intervention student which shall include but not be limited to
 - Initial referral date
 - Permission slips
 - Checklists and Rubrics
 - Test results, empirical and anecdotal data used during the entry and evaluation periods
 - Sample work
 - Growth scales and indices of improvement
 - Logs of parent and staff communications

Primary Duties:

- Organize. Plan and evaluate classroom support programs in grade K-8
 - Establish procedures for admission of students into the intervention program
 - Process all student referrals as they become available
 - Network with staff to review historical achievement data for each student referral to determine eligibility and to develop an appropriate course of remediation.
- Deliver student support service in grades K-8 as per their class schedule.
- Provide instruction and support to students, their parents and appropriate staff members.
 - Obtain parental permission for instruction of referred students
 - Make copies of program policy and procedures available to parents and program participants.
 - Convene an annual meeting to which all parents of students enrolled in the program are invited to explain the program and activities at the end of each quarter.
 - Maintain ongoing communication with parents regarding student progress or lack thereof
 - Arrange for parent observations of class activities when requested
 - Create, recommend and encourage parental involvement activities.
- Participate as needed or required in the district's School Improvement activities as related to early and intermediate intervention.
- Provide summative individual and programmatic evaluations at the end of the year:

- For individual students – recommendation for either continued support services or release from the program based on grades, teacher reports and or any other relevant data.
- For the Program – In collaboration with school administrators, analyze aggregated and disaggregated data for groups and individuals enrolled in the program to determine if achievement has been improved. Planning for the following year would be based on the data analysis findings.
- Prepare a written report containing an analysis of the program’s effectiveness and submit it to the Superintendent for the June Board of Education meeting.
- Order, inventory, record and take custody of all materials ordered using Title I revenues.
- Gifted Education studies for qualified K-8 students may be added as part of this job description.
- ASDA supervision responsibilities in grades K-8 will be required on an as needed basis.
- A flexible schedule extending hours either before or after school may be employed as the need arises.
- Performs additional duties and tasks as determined by the building principal.

Requirements:

- A thorough knowledge of general elementary education
- Proof of good health and negative tuberculin test (Mantoux).
- Able to work and teach elementary-aged children.
- Able to communicate with parents.
- Familiarity with the Illinois Learning Standards for Math.

**CHANEY-MONGE SCHOOL DISTRICT #88
JOB DESCRIPTION**

<p>Director of Business Services</p>

Job Title: Director of Business Services

Immediate Supervisor: Superintendent

Hours: M-F; 7:15 AM - 3:15 PM; 12 months (summer schedule may vary)
30 Minute Paid Lunch; 2-15 Minute Breaks

FLSA: Exempt

Rate of Pay: Salaried - regionally competitive; Continued Employment for the following school year will be contingent on a satisfactory and acceptable level of performance during the probationary period in year one, and contingent upon satisfactory evaluations in subsequent years

Benefits:

Paid Sick Days	15 Days/year. Compensation based on wage/salary/per diem base rate
Paid Vacation Days	10-20 non-cumulative paid vacation based on years employed in the district: 0-4yrs: 10dys; 5-14yrs.:15dys; 15-24yrs: 20dys; 25+yrs: 25dys
Paid Personal Days	4 Days per year; ½ increment minimum
Retirement	IMRF
Employee Insurance	100% Premium for Health, Dental, Vision and Life
Family Insurance	Available at cost to the employee
Paid Bereavement Leave	3 Days per year; compensation base on wage/salary base rate.
Payroll	Bi-weekly: In addition to state and federal income taxes, contributions to the Social Security System (FICA) and the Illinois Municipal Retirement Fund (IMRF) are subtracted from the gross pay.

General Knowledge Requirements: Proficient in the following:

- Communications both written and oral
- Use of office accounting/recordkeeping equipment
- Use of electronic media and software
- Friendly and helpful to students, parents, teachers, and community

Description of Duties:

Responsible for all financial aspects of the school district including day-to-day, short, mid and long range.

Duties include:

1. **Payroll and Personnel**
 - a. preparing and issuing checks for personnel
 - b. maintaining personnel payroll records, including vacation, personal and sick time
 - c. preparing, issuing, and paying all payroll liabilities
 - d. preparing monthly, quarterly and yearly reports from payroll records as necessary (FICA, State, IMRF, TRS, W-2's)
 - e. serves as IMRF and TRS agent for the district.

- 2. Financial Statement Preparation**
 - a. prepares monthly list of bills
 - b. prepares monthly report
 - c. prepares yearly budget
- 3. Banking**
 - a. make deposits for district
 - b. reconcile the “small” checking accounts
 - c. maintain the Chaney-Monge Account
 - d. invest in Certificates of Deposit as possible
- 4. Maintain accounts receivable and accounts payable**
 - a. record receipt of funds
 - b. issue checks to vendors
- 5. Maintain and update SDS software on the computer**
- 6. Maintain, issue and monitor all purchase orders**
- 7. Prepares financial projections and forecasts as needed by the Superintendent and Board**
- 8. Monitors budget and fund balances; anticipates and recommends short-term borrowing when necessary**
- 9. Serves as the District’s Treasurer**
- 10. Attends Board Meetings when requested**
- 11. State Reporting:**
 - a. assist in preparation, non-curriculum portions only, for state and federal reports for funded programs (including but not limited to: Reading Improvement, Chapter I, Chapter II, Title II, and Transportation)
 - b. complete and return quarterly actual spending reports for these funded programs
 - c. monitor these funded programs to ensure money is spent
 - d. record and maintain attendance records from teachers for proper year-end
 - e. reporting (General State Aid Entitlement, Year-End report Card, Housed Students)
 - f. Utilize electronic reporting as specified by the State of Illinois.
- 12. In consultation with the Superintendent, prepares the district’s tax levy, has it published in the newspaper, and then files it with the county clerk.**
- 13. Recommends most cost effective way of spending district resources and optimizing district revenue**
- 14. Acts as Purchasing Agent when necessary**
 - a. prepares bid specifications
 - b. gives public notice
 - c. accepts bid packages

15. **Prepares and maintains manual for job responsibilities**
16. **Grants**
 - a. obtains information about grants
 - b. prepares non-curriculum portion
17. **Formally meets with Superintendent weekly**
18. **Other duties as assigned by Superintendent**

General Competencies

- Able to perform tasks listed in the job description.
- Able to follow directions and perform assigned duties.
- Must present a signed physicians statement of good health and fitness for the duties as delineated above and provide evidence of a negative Mantoux Test administered within the past 30 days (Tuberculosis Screening).
- Submit to a Fingerprint-based criminal background investigation, results of which must be on file prior to the first day of employment or as a condition for continued employment.
- Posses a valid Illinois Driver's License
- If applicable, posses appropriate state certification relative to the job assignment.
- Bondable

**Chaney-Monge School District #88
Job Description: Head of Maintenance**

Supervisors: Superintendent & Principal

**Head of
Maintenance**

Days: Monday-Friday; Overtime upon approval

Hours: Eight (8) per day; 30 minute paid lunch; 2 – 15 minute breaks. *12/2012
Normal Hours: 7:00 AM - 3:00 PM. Overtime per approval and need.

Schedule: 12 months (260 days)

Rate/Range of Pay: Range: 13/hour – (\$15/hour after 12 week probation period). Based on training and experience. Raises based on an end of the school year performance evaluation by the immediate supervisor(s) and school district administration at the completion of a 12-week probation period commencing on the first day of employment. Continued Employment for the following school year will be contingent on a satisfactory and acceptable level of performance and contingent upon satisfactory evaluations in subsequent years. (Note: \$25 per hour cap in effect with the date of approval of this job description)

Benefits:

Paid Sick Days	15 Days/year. Compensation based on wage/salary/per diem base rate.
Paid Vacation Days	10-20 non-cumulative paid vacation based on years employed in the district: 0-4yrs: 10dys; 5-14yrs.:15dys; 15-24yrs: 20dys; 25+yrs: 25dys
Paid Personal Days	4 Days/year; ½ increment minimum
Retirement	IMRF
Employee Insurance	100% Single
Family Insurance	Available at cost to the employee
Paid Bereavement Leave	3 Days/year; compensation based on wage/salary base rate.
Payroll	Bi-weekly: In addition to state and federal income taxes, contributions to the Social Security System (FICA) and the Illinois Municipal Retirement Fund (IMRF) are subtracted from the gross pay.
FLSA	Non-exempt

General Description of Routine Responsibilities:

- Responsible for supervision of all cleaning and custodial employees
- Responsible for the inventory, ordering and safe storage of all building maintenance supplies.
- Performs/assigns maintenance tasks as per need or as per emergency.
- Opens school facility in the morning.
- Fills in for maintenance staff as per need. (overtime pay rate where applicable) superintendent approval required.
- Completes on demand light cleaning as per need.
- Responsible for complete exterior building and grounds maintenance.
- Coordinates the use of outside contractors and vendors as per need.
- Conducts a daily inspection of the school facility for obvious life, health or safety problems.

- Maintains the building HVAC and control systems (if unable to fix a problem notified the superintendent for a course of action).
- Transports materials to and from the school as per need.
- Addresses periodic requests for school staff members as per need.
- Reports all employee and building concerns to the administration promptly.
- Maintains school district audio, visual and electronic equipment either directly or through the use of qualified service and sales contractors.
- Annually prepares a list of immediate and long term building and grounds maintenance needs.
- Completes minor maintenance tasks requiring basic plumbing, electrical, carpentry and/or mechanical knowledge.
- Run periodic errands using the school van for school related activities at the direction and approval of one of the above listed supervisors.
- Be able to occasionally adjust normal work schedule to accommodate vacations and or staffing emergencies.
- Make appropriate and timely reports to a supervisor regarding building damage, potential problems, broken equipment, accidents, blood- borne pathogen incidents, vandalism and recurring custodial problems.
- Perform all additional tasks that may be deemed necessary by any of the above listed supervisors.
- Coordinate/complete snow removal as necessary.
- Respond to after hour emergencies and/or emergency building situations.
- Coordinate annual “Summer Turnaround” cleaning/maintenance activities.
- Refinish the gym floor in summer; Apply gym floor finish during winter break as necessary.

Create, monitor and supervise a facility cleaning and maintenance schedule that includes:

1. Daily vacuuming all elementary classrooms, library and entryway carpets.
2. Cleaning and stocking all washrooms.
3. General classroom cleaning.
4. Floor care and maintenance.
5. Daily Lunchroom Clean-up
6. Preparation and clean-up for after school events authorized by the Board of Education or in conjunction with the major school parent organizations:
 - Set-up and tear-down the lunchroom for board or administration approved events.
 - Set-up and tear down for all other activities approved by the board or administration on an as need basis.
 - Cooperating and assisting school and community organizations during large scale approved events such as the C-M Tournament, Band Contests, etc.
7. Security: Check all exterior and interior doors, windows and hallways prior to setting the burglar alarm at the end of the work period.
8. Snow Removal and/or spread non-skid material as needed or requested before school and during after school approved events.
9. Attend to equipment and maintenance emergencies.
10. Removal of all trash from the building each evening.
11. Performance of light maintenance duties.

Minimal Requirements

1. Able to lift/push or truck workloads ranging from 1 to 100 lbs.
2. Able to attend to routine tasks that require a basic knowledge of plumbing, heating, electrical and mechanical systems.
3. Able to read building blueprints
4. Able to operate small tractor: grass cutting, snow removal.
5. Able to perform exterior maintenance and cleaning tasks.
6. Can climb and comfortably work at heights of up to 30 feet using scaffolding, ladders and/or mechanical lifts.
7. Knowledge of floor and wall finishes including the tools required to strip, apply and maintain surfaces.
8. Able to perform mechanical tasks: Manipulate lunchroom tables, gym bleachers, stage equipment, athletic event equipment, custodial equipment, lawn tractor
9. Familiarity with general building maintenance and custodial tasks, tools and equipment.
10. Able to follow directions and perform assigned duties.
11. Must present a signed physicians statement of good health and fitness for the duties of custodian as delineated above and provide evidence of a negative Mantoux Test administered within the past 30 days (Tuberculosis Screening).
12. Submit to a criminal background investigation, results of which must be on file prior to the first day of employment or as a condition for continued employment.
13. Possess a valid Illinois Driver's License and provide proof of auto insurance.

**Chaney-Monge School District #88
Job Description & Employment Agreement
Education Support Personnel**

Supervisors: Principal-Immediate, Superintendent

Days: 180 (school calendar)

Hours: 7.25 paid hours per day
(yearly schedule set by the building principal)

Rate: Set by the Chaney-Monge Board of Education

**Coordinator of
Bilingual Services**

Employee Name:

Date of Hire: 08/19/2014

General Information

Paid Sick Days	10 Days/year.
Paid Vacation Days	None
Paid Personal Days	2 Days/year; ½ increment minimum
Retirement	IMRF if annual total exceeds 600 hours
Employee Insurance	Available at 100% cost to the employee
Family Insurance	Available at 100% cost to the employee
Paid Bereavement Leave	3 Days/year; compensation base on wage/salary base rate.
FLSA Classification	Non-exempt
Payroll	Bi-weekly: In addition to state and federal income taxes, contributions to the Social Security System (FICA) and the Illinois Municipal Retirement Fund (IMRF) are subtracted from the gross pay.
Lunch	42-45 minute paid lunch as per individual or class schedule

Major Responsibilities and Duties:

1. Implement procedures and coordinate the process to identify bilingual students at all grade levels district-wide, including review of student data and testing of students
2. Develop and revise bilingual curriculum with assistance from the building principal.
3. Provide bilingual support for students with appropriate curriculum modifications and translations.
4. Develop and coordinate a continuing evaluation of bilingual programs and implement changes with assistance from the building principal.
5. Help provide resources and materials to support staff in accomplishing program goals.

6. Consult with parents, administrators, teachers, community agencies and other relevant individuals regarding bilingual students.
7. Plan and participate in parent teachers conferences.
8. Serve as district Migrant contact if needed.
9. Serve as the key communicator between the home and school for Bilingual families.
10. Assist school office, administrative and classroom personnel with Bilingual families
11. Provide assistance with written and spoken translation of school district documents, rules, regulations, procedures and emergencies when necessary. .
12. Assist with the selection and purchase of supplemental supplies with assistance from the building principal.
13. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
14. Comply with policies established by federal and state law, Illinois State Board of Education, and the local board policy manual.
15. Instruct Bilingual students within a small group or one on one setting.
16. Other duties as assigned.

Qualification:

16. Employment is contingent upon the employee providing citizenship or authorization to work in the United States of America, authorization of a fingerprint-based Criminal History Background Investigation, and a current physical examination including tuberculin test the cost of which is the responsibility of the employee.
17. Continued Employment for the following school year will be contingent on a satisfactory and acceptable level of performance during the probationary period in year one, and contingent upon satisfactory evaluations in subsequent years
18. Friendly, understanding with excellent interpersonal skills.
19. Understands the culture of the Bilingual student and his/her family.

20. Knowledge of district rules, regulations and procedures.
21. Proficient in written and oral English Language and the Language of the Bilingual student, parents or guardian.
22. Able to follow directions and perform assigned duties.
23. Must present a signed physicians statement of good health and fitness for the duties as delineated above and provide evidence of a negative Mantoux Test administered within the past 30 days (Tuberculosis Screening).
24. Submit to a Fingerprint-based criminal background investigation, results of which must be on file prior to the first day of employment or as a condition for continued employment.
25. Bachelor's degree from an accredited college or university.
26. Possess a valid Illinois Driver's License.
27. Paraprofessional License (registered with Will County ROE).

***Employee is required to sign the ESP Employee Handbook.**