

JONESBORO

Community Consolidated

School District #43

Employee Handbook

Approved

February 25, 2013

JONESBORO EMPLOYEE HANDBOOK

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Introduction

This handbook is designed to provide employees with basic information relative to the application and administration of personnel policies and procedures. This handbook is not intended to be comprehensive, all-inclusive, or to address all applications of, or exceptions to, the general policies described herein.

This handbook supersedes all previously issued handbooks. The Board of Education reserves the unilateral right to change, modify, and/or delete any information, terms or conditions contained in this handbook at any time, with notice as specified in Board of Education Policy. An employee's decision to continue employment with the District following this revision or any such further revisions shall be deemed to constitute the employee's knowledge of such revisions.

The contents of this handbook do not constitute an express or implied contract of employment. Questions relative to the interpretation of these policies and procedures should be directed to any member of the administrative team.

Equal Employment Opportunity

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Terry Moreland- Interim Supt.

Name

309 Cook Ave.

Address

Jonesboro, IL 62952

618-833-6651 Telephone

Complaint Managers:

Thomas J. Stark

Name

309 Cook Ave.

Address

Jonesboro, IL 62952

618-833-5148

Telephone

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

American with Disabilities Act

The District complies with all applicable provisions of the Americans with Disabilities Act (ADA). It is the District's policy not to discriminate against any qualified individual on the basis of disability with regard to any phase of employment, including application, advancement, working conditions, and benefits. Under the ADA, a "qualified individual" is a person with a disability who is able to perform the essential functions of a position, with or without a reasonable accommodation.

Sexual Harassment

The School District shall provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by State and federal law.

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

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

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of sexual harassment to the Nondiscrimination Coordinator and/or use the Board policy 2:260, Uniform Grievance Procedure. Employees may choose to report to a person of the employee's same sex. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignments.

There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available..

Whom to Contact with a Report or Complaint

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Terry Moreland- Interim Supt.

Name

309 Cook Ave.

Address

Jonesboro, IL 62952

618-833-6651

Telephone

Complaint Managers:

Thomas J. Stark

Name

309 Cook Ave.

Address

Jonesboro, IL 62952

618-833-5148

Telephone

The Superintendent shall also use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

Title IX

Title IX prohibits discrimination on the basis of sex in education programs or activities by recipients of federal financial assistance. Jonesboro Elementary does not discriminate on the basis of sex in all aspects of its educational programs and activities, including admission to or employment in its education programs or activities. The Title IX coordinator for Jonesboro Elementary is Superintendent Terry Moreland, or the acting District Superintendent. The coordinator may be contacted at 618-833-6651 or in person at 309 Cook Street, Jonesboro, Illinois, tmoreland@jonesboro43.com. Jonesboro Elementary has jurisdiction over complaints alleging violations of Title IX and grievance procedure questions to address sex discrimination claims are to be directed to the district coordinator. Inquiries concerning application of Title IX and its implementing regulations may be referred to the Title IX coordinator or to the U.S. Department of Education's Office for Civil Rights, 500 W. Madison, Chicago IL 60661

Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunities and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. No individual will be employed who has been convicted of a criminal offense listed in Section 5/10-21.9(c) of The School Code.

All applicants must complete a District application or submit a complete resume in order to be considered for employment.

The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the School Board's approval.

Job Descriptions

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

Criminal Background Check

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database (when available) are performed on each applicant as required by State law. The Superintendent or designee shall notify an applicant if the applicant is identified in either database. The Board President will keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Teacher Certification Board, or any other person necessary to the hiring decision.

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law.

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 Section 10-21.9 of The School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

Physical Examinations

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, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination and tuberculin test performed no more than 90 days before submitting evidence of it to the Board.

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, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position.

Compliance with the Fair Labor Standards Act

The Superintendent will ensure that all job positions are identified as either "exempt" or "non-exempt" according to State law and 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 minimum wage and overtime provisions.

Workweek and Compensation

Unless otherwise specified, the workweek for District employees will be 12:00 a.m. Saturday until 12:00 p.m. Friday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. "Overtime" is time worked in excess of 40 hours in a single workweek.

Overtime

The Board of Education discourages overtime work by non-exempt employees. A non-exempt employee shall not work overtime without his or her supervisor's expressed approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the district 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 submitted to the district office on a weekly basis. The district office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent.

Support Staff: Extra Curricular Duties

A Rotation System shall be established based on seniority for extracurricular duties such as field trips and ballgames. If an individual turns down a work assignment, he/she will be placed at the bottom of the list.

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.

General Personnel Classifications

Administrative Procedure - Fair Labor Standards Act Exemptions

FLSA Exemption Category	Staff Positions
Non-covered persons	Independent contractors 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 Superintendents Directors Supervisors Other department managers
Administrative employees	Building Principals Assistant Principals Data systems analysts or computer programmers involved in obtaining solutions to complex business problems Other certificated administrative staff
Professional employees	Teachers Counselors Registered nurses Media coordinators Other non-supervising certificated staff
Non-exempt employees	Secretaries Receptionists Bookkeepers

FLSA Exemption Category	Staff Positions
	Cafeteria workers Crossing guards Before/after school program workers Bus drivers/transportation workers Computer lab managers Custodians Maintenance workers Pre-school workers Teacher aides, paraprofessionals, and assistants

Employee Record & Procedures Regarding Time Worked

The following shall apply to all non-exempt educational support personnel:

1. Each non-exempt educational support employee's record shall contain the full name of the employee, social security number; complete home address, date of birth, gender, position held, and any other information required by statute.
2. In addition, the employee's record shall contain the time and day of week on which the employee's workweek begins, the hourly rate of pay, the hourly rate of overtime pay for hours worked in a workweek over 40 hours, total additions and/or deductions for each pay period, total wages paid for each pay period, date of payment, and the pay period covered by the payment.
3. Each non-exempt educational support employee shall maintain a daily log of hours worked each week on a time card or time sheet (as directed by the administration). The employee's time card or time sheet shall show the time the employee's shift started, the beginning and ending time of the employee's meal break, and the time the employee's shift ended. If applicable, each employee is to sign his/her time card or time sheet at the end of his/her shift on the last day of the workweek and submit the completed time card or time sheet showing total hours worked for the week to the building principal or designee. If applicable, after reviewing and signing each time card or time sheet, the building principal is to submit the completed time cards or time sheets to the District Office by the first day of the next workweek.
4. Each employee who works a shift of five (5) or more hours is required to take an unpaid meal break of at least thirty (30) minutes. Each employee is expected to sign out at the beginning of the meal break and sign in at the end of the meal break.
5. If a time clock or other time recording system is used, each non-exempt educational support employee is expected to clock in and clock out on each day worked at the beginning of the shift, at meal breaks, and at the end of the shift.
6. A non-exempt educational support employee may not start his/her shift earlier than five (5) minutes before the scheduled starting time or end his/her shift later than five (5) minutes after the scheduled ending time without written administrative approval on the employee's time card or time sheet.

7. A non-exempt educational support employee may not work more than forty (40) hours in a workweek without written administrative approval on the employee's time card or time sheet.
8. A non-exempt educational support employee who violates any provision of this procedure may be subject to disciplinary action by the Superintendent and/or the Board of Education in the form of a letter of reprimand, notice to remedy, suspension without pay and/or termination of employment.

All non-exempt educational support personnel time records are to be kept on a file in the District Office a minimum of three (3) years.

Personnel Records

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and School Board policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent. No one else may have access to an employee's personnel files and personal information except for: (1) a supervisor or management employee who has an employment or business-related reason to inspect the record, or (2) anyone who has the employee's written consent.

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

Drug and Alcohol Free Workplace

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

- 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, and
- 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 means a substance that is not legally obtainable, being used in a manner different than prescribed, legally obtainable, but has not been legally obtained, or referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and 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.

In order to make employees aware of dangers of drug and alcohol abuse, the District will:

Provide each employee with a copy of the District Drug- and Alcohol-Free Workplace policy;

Post notice of the District Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;

Make available materials from local, State, and national anti-drug and alcohol-abuse organizations;

Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;

Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace,

Make available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and

Inform employees of the penalties that the District may impose for violations of this policy.

District Action Upon Violation of Policy.

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the Board of Education may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

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.

Court Duty

An employee should give at least 5 days' prior notice of pending court duty to the employee's building Principal or designee.

Contingent on receipt of written documentation from the court that an employee was absent due to court duty or, pursuant to a subpoena, serves as a witness or has a deposition taken in any

school-related matter pending in court, the District will pay full salary during the time an employee was absent from work.

Upon receipt of compensation from the Court for his or her services, the employee will submit a copy of the check and remit any fees received for serving on Court Duty (less cost of meals and mileage) to the School District on the next workday after receiving the compensation.

Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall immediately report such a case to the Illinois Department of Children and Family Services on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. All District employees shall sign the Acknowledgement of Mandated Reporter Status form provided by the Illinois Department of Child and Family Services (DCFS) and the Superintendent or designee shall ensure that the signed forms are retained.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at www.cybertipline.com. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

The Superintendent shall execute the requirements in Board policy 5:150, Personnel Records, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

The Superintendent or designee shall provide staff development opportunities for school personnel working with students in grades kindergarten through eight, in the detection, reporting, and prevention of child abuse and neglect.

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.

District Purchases

An employee is expected to observe the following procedure when making purchases using district funds:

1. Secure permission from building Principal to make the purchase.
2. Submit a completed Purchase Order to building Principal for approval.
3. Building Principal submits Purchase Order to district office for approval and assignment of purchase order number.
4. District office returns numbered Purchase Order to building Principal or designee with permission to make the purchase.

Failure to observe the above procedure for making a purchase using district funds may result in the employee being held financially responsible for the cost of the purchase if the purchase is denied by the administration.

Activity Fund Procedures

1. All clubs, teams, and other organizations must receive Administrative approval before proceeding with any type of fund raising activity that is associated with the Jonesboro School District.
2. When school is in session, fundraising money should be placed in the Principal's Office Safe before the end of the day. When possible, during times school is not in session (evenings, weekends, holidays, etc.) money from fundraising activities should be given to the Administrator on duty for safekeeping until the deposit can be made by the organization's Sponsor. Money is not to be stored in any part of the school building other than the office safe.
3. Any organization that conducts a fundraiser is required to deposit the money from the activity with the Office Secretary in the School's Activity Fund on the next day school is in session after the fundraising activity. A "Deposit Sheet" available in the office, must be completed by the Sponsor and turned in with the money at the time of the deposit.
4. During multiple-day fund raising activities, the Sponsor may store each day's proceeds from the fundraiser in the Principal's Office Safe and make a "weekly deposit" instead of a deposit each day. The organization's money should be placed in an envelope or box that is clearly marked with the organization's name. Money may not be stored in the safe more than one week before depositing.
5. At the time of deposit, the money will be receipted with a tentative receipt. On Friday, the money will be recounted and deposited in the Bank. No money will be accepted without being counted and rolled by the depositor. The Depositor must stay while the money is counted. The name of the club or organization must appear somewhere on the checks to be deposited. Also, each roll of coins should be marked with the organization's name.
6. Payment orders may be submitted at any time. With limited exceptions, checks will be written only one day per week. Invoices must be attached to payment orders. Checks will not be written without an invoice. The Sponsor and Principal must sign payment orders before they will be processed.
7. Each club or organization is required to keep a running ledger of its account in the School's Activity Fund. The club's Sponsor is responsible for keeping the ledger. At the minimum, the Monthly Ledger should show the beginning balance for the past month, detailed information regarding monthly deposits, detailed information regarding monthly expenditures, and the ending balance for the month. All accounts must balance. No accounts may become a deficit account.
8. Except for concession sales, booster bucks, and ballgame ticket sales, the sponsor is to issue a receipt for all cash received from individuals who contribute to fundraising activities. At no time, should the Sponsor use cash received to pay any club or organization expenses. All

cash should be deposited and the Sponsor should follow the “Payment Order” procedure to pay the expenses.

9. When fundraising questions arise that are not addressed by these procedures, the Sponsor should seek input and direction from the building Principal.

Curriculum

The use of the District’s electronic networks shall (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District’s electronic network is part of the curriculum and is not a public forum for general use.

Academic Freedom

No arbitrary limitations shall be placed upon study, investigation, presentation and interpretation of facts and ideas concerning man, human society, and the physical and biological world, and other branches of learning when presented in accordance with the Illinois Learning Standards and the Board’s accepted standards of professional responsibility. Nothing contained within this section shall diminish the opportunity and ability of administrative personnel to evaluate teacher classroom performance.

It is further recognized that academic freedom carries the concept of academic responsibility. Academic responsibility when practiced by the employee must insure that all sides of a controversial issue are presented and that the topic and material used will be appropriate to the maturity level and intellectual ability of the students, germane to the content of the course, and avoid embarrassment to the school, community or students.

An employee shall not seek to advance personal, political or religious views in the classroom.

Educators will also have access to technology such as YouTube and Teacher Tube as well as various other educational websites that will enhance learning for students and prepare them to meet challenges faced in the 21st century workplace.

Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Electronic Network - Acceptable Use

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the School Board's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Employees have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's Authorization for Electronic Network Access contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Limiting student and employee access to inappropriate matter as well as restricting access to harmful materials;
2. Student and employee safety and security when using electronic communications;
3. Limiting unauthorized access, including "hacking" and other unlawful activities; and
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

Authorization for Electronic Network Access

Each employee wishing to have access to the school district's electronic network must sign the District's Authorization for Electronic Network Access as a condition for using the District's electronic network. All users of the District's computers and means of Internet access shall maintain the confidentiality of student and personnel records. Reasonable measures to protect against unreasonable access shall be taken before confidential student and personnel information is loaded onto the network.

The failure of any employee to follow the terms of the Authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Works Made for Hire

The Superintendent shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and School Board policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment, it is assured the District shall be the owner of the copyright.

Copyright Compliance

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the District's copyright compliance procedures and to obey the copyright laws. The District is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Superintendent or designee whenever the staff member is uncertain about whether using or copying material complies with the District's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.

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 their 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 school year, after exhaustion of all available leave, for more than 90 consecutive 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 the District's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervisor to perform health examinations if the examination is job-related and consistent with business necessity.

Family and Medical Leave

Eligible employees may use unpaid family and medical leave, guaranteed by the federal Family and Medical Leave Act, for up to a combined total of 12 weeks each year, beginning September 1 and ending August 31 of the next year.

Other available paid vacation, personal, or family leave will be substituted for family and medical leave necessitated by birth, adoption/foster care placement, or a family member's serious health condition. Other available paid vacation, personal, or sick leave will be substituted for family and medical leave necessitated by a family member's or employee's own serious health condition. Any substitution required by this policy will count against the

employee's family and medical leave entitlement. The District will pay family leave or sick leave only under circumstances permitted by the applicable leave plan. Use of family and medical leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of family and medical leave shall not serve to extend such other unpaid leave.

Family and medical leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter,
2. The adoption or foster placement of a child,
3. The serious health condition of an employee's spouse, parent, or child, and
4. The employee's own serious health condition.

Employees may take an intermittent or reduced-hour family and medical leave when the reason for the leave is 3 or 4, above, with certain limitations provided by law.

Within 15 calendar days after the Superintendent makes a request, an employee must support a request for a family and medical leave when the reason for the leave is 3 or 4, above, with a certificate completed by the employee's or family member's health care provider. Failure to provide the certification may result in a denial of the leave request.

If both spouses are employed by the District, they may together take only 12-weeks for family and medical leaves when the reason for the leave is 1 or 2, above, or to care for a sick parent.

Eligibility

To be eligible for family and medical leave, an employee must either:

Have been employed by the District for at least 12 months (the 12 months need not be consecutive) and have been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave, or be a full-time classroom teacher (180-day work year, 7.5 hours per day).

Notice

If possible, employees must provide at least 30 days' notice to the District of the date when a leave is to begin. If 30 days' notice is not practicable, the notice must be given within 2 business days of when the need becomes known to the employee. Employees shall provide at least verbal notice sufficient to make the District aware that he or she needs a family and medical leave, and the anticipated timing and duration of the leave.

Failure to give the required notice may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

Continuation of Health Benefits

During a family and medical leave, employees are entitled to continuation of health benefits that would have been provided if they were working.

Return to Work

An employee returning from a family and medical leave will be given an equivalent position to his or her position before the leave, subject to the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by law.

Section 125 Insurance Plan

An employee, who regularly works 30 or more hours in a week, qualifies to participate in the Section 125 Insurance Plan offered through the school district. This plan allows an employee to pay for premiums for Health, Dental, and Vision insurance policies offered through the school district on a pretax basis. An employee's spouse or dependent(s) may also receive benefits if they are named on the employee's qualifying policy.

To enroll in the Plan, you must complete an election form. Thereafter, in order to participate, you must enroll during the calendar month period preceding each Plan Year. With limited exceptions, your choices are in effect for the entire Plan Year. Unless an employee meets one of the exceptions, an employee cannot change the election made after the beginning of the Plan Year.

For additional information, an employee should contact the district office regarding the specifics of the plan.

403B Private Retirement Plan

An employee who regularly works 20 or more hours in a week qualifies to make tax deferred contributions to a 403B Private Retirement Plan offered through the school district.

For additional information, contact the Superintendent's office regarding the specifics of the plan and investment options.

**Professional Personnel
(Teachers & Administrators)****Terms and Conditions of Employment**

Each of the provisions in this policy applies to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual contract; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement or contract will control.

The School Board delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable collective bargaining agreement in effect. The Superintendent is responsible for making hiring and dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

Duty-Free Lunch

Teachers employed for at least 4 hours per day shall receive a duty-free lunch equivalent to the student lunch period, or 30 minutes, whichever is longer.

School Year and Day

Teachers shall work according to the school calendar adopted by the Board, which shall have a maximum of 180 teacher workdays, including teacher institute days.

Teachers are required to work the school day adopted by the Board. The District accommodates employees who are nursing mothers according to provisions in the Nursing Mothers in the Workplace Act.

Salary

Teachers shall be paid according to the salary schedule adopted by the Board, but in no case less than the minimum salary provided by The School Code. Teachers have a choice of being paid twice a month on a 9-month or 12-month basis. Paydays are normally on the 5th and 20th of each month. In the event a payday falls on a day the district office is not open for business, paychecks will be distributed on the last day the office is open before the normally scheduled payday.

Insurance

The Board will contribute the following amounts toward the employee's individual premiums of the following insurance policies available through the School District providing the employee's regular work week is a minimum of 30 hours:

Life Insurance:

- \$10,000 Term Life Insurance – 100% of Individual Premium

Health Insurance:

- All full-time employees (minimum of 30 hours per week and nine-month work-year) will have the option of participating in the group Dental/Vision Insurance and the Preferred Provider Option (PPO) Health Insurance or Health Savings Account (HSA) Insurance plans that are offered through the school district.
- For an employee who enrolls in the Dental/Vision plan offered through the school district, the Board will contribute a dollar amount equal to 50% of the Dental/Vision premium for the category of coverage (Employee, Employee/Spouse, Employee/Child, and Family in which the employee is enrolled. Dental insurance excludes orthodontia services.
- For an employee who enrolls in either PPO or HSA plan offered through the school district, the Board will contribute a dollar amount monthly equal to the following:
 - Year 1 (2012-2013) \$375.00
 - Year 2 (2013-2014) \$400.00
 - Year 3 (2014-2015) \$425.00
- The employee may apply this contribution to the premium for any category of coverage (Employee, Employee/Spouse, Employee/Child, Family) in either the PPO or HSA plan.
- For an employee who has remained enrolled in the Health Insurance Plan offered through the school district since the 2005-2006 school year and who has remained in the category of family coverage since the 2005-2006 school year, the Board will contribute the following dollar amounts for those employees: \$489.96 each month (2005-2006 Frozen Cost)

Assignments and Transfers

The Superintendent is authorized to make teaching, study hall, extra class duty, and extracurricular assignments. In order of priority, assignments shall be made based on the District's needs and best interests, employee qualifications, and employee desires.

Dismissal

The District will follow State law when dismissing a teacher.

Evaluation

The District's teacher evaluation system will be conducted under the plan filed with the Illinois State Board of Education.

On an annual basis, the Superintendent or designated Administrator will provide the Board with a written report which outlines the results of the District's teacher evaluation system.

Suspension Without Pay

The School Board may suspend a professional employee without pay: (1) pending a dismissal hearing, or (2) as a disciplinary measure for up to 30 employment days for misconduct that is detrimental to the School District. Administrative staff members may not be suspended without pay as a disciplinary measure.

Misconduct that is detrimental to the School District includes:

1. Insubordination, including any failure to follow an oral or written directive from a supervisor;
2. Violation of Board policy or Administrative Procedure;
3. Conduct that disrupts or may disrupt the educational program or process;
4. Conduct that violates any State or federal law that relates to the employee's duties;
and
5. Other sufficient causes.

At the request of the professional employee within 5 calendar days of receipt of a pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a pre-suspension hearing. The Board or its designee shall notify the professional employee of the alleged charges and the date and time of the hearing. At the pre-suspension hearing, the professional employee or his/her representative may present evidence.

Rules and regulations governing Employee conduct shall be reasonable, and enforcement of Employee discipline shall be fair and exercised for just cause.

Suspension With Pay

The Board or Superintendent or designee may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in the School District's best interests, (2) as a disciplinary measure for misconduct that is detrimental to the School District as defined above, or (3) pending a Board hearing to suspend a teacher without pay.

The Superintendent shall meet with the professional employee to present the allegations and give the professional employee an opportunity to refute the charges. The professional employee will be told the dates and times the suspension will begin and end.

Leaves of Absence

Each of the provisions in this policy applies to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual contract; in the

event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

When possible, a professional staff member should complete and submit a Leave Request Form to the Building Principal before using any portion of a leave day. If this is not possible, the employee should inform the Building Principal of the need to use a leave day and then complete and submit a Leave Request Form to the Building Principal upon returning to work.

Sick Leave

Each full-time professional staff member (180-day work year, 7 hours per day) is granted 15 days sick leave each school year at full pay. Sick leave may be used in no less than one-hour increments up to seven (7) hours for a full sick leave day. An employee will be assessed for all sick leave used except for the final 15-minutes of the day as long as the absence is for qualifying sick leave purposes. Unused days are allowed to accumulate to a maximum of 340 days. Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption.

The School Board may require a physician's certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or if the treatment is by prayer or spiritual means, that of a spiritual adviser or practitioner of such person's faith, as a condition for paying sick leave after 3 days absence for personal illness, or as it deems necessary in other cases. If the Board requires a certificate during a leave of less than 3 days, it shall pay the expenses incurred by the employee.

Sick Leave Bank

A sick leave bank is available to provide extended paid sick leave to an employee who has exhausted all of his/her leave days due to a serious illness, injury, hospitalization of the employee or the employee's immediate family and as a result of this condition, the employee is unable to return to work.

It is not the intent of the sick leave bank to provide days for employees who have used all of their leave days and are applying for additional days for recovery from common illness or elective surgery.

An employee may choose to voluntarily participate in the sick leave bank maintained by the school district by contributing one-day (1) of sick leave each year in the sick leave bank.

The sick leave bank is governed by the District and administered by an administrative board consisting of one Board Member, one Administrator, and one Teacher Association Member.

The administrative board will develop and maintain guidelines for the utilization of the sick leave bank days and for the approval of the use of sick leave bank days.

Upon request, additional information will be provided to the employee regarding the specifics of the sick leave bank.

Sabbatical Leave

Sabbatical leave may be granted by the Board of Education in accordance with The School Code.

Personal Leave

Each fulltime Professional staff member (180-day work year, 7 hours per day) is granted three (3) personal leave days per year. A personal leave day is defined as a day to allow professional personnel time to conduct personal business (but not vacation, travel, or work stoppage), which is impossible to schedule at a time other than during a school day. Any unused personal leave days in a school year will be credited to an employee's cumulative sick leave.

The use of a personal leave day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to the Building Principal 3 days in advance of the requested date,
2. No personal leave days may be used immediately before or immediately after a holiday, Christmas Break, or Spring Break unless the Superintendent grants prior approval,
3. Personal leave may not be used in increments of less than one-half day unless the Superintendent grants prior approval,
4. Personal leave days may not be used during the first and/or last 5 days of the school year unless the Superintendent grants prior approval,
5. Personal leave days may not be used on in-service and/or institute days or mandated student testing days unless the Superintendent grants prior approval, and
6. Not more than three (3) employees may utilize a personal day at the same time without prior approval from the Superintendent.

Leave of Absence Without Pay

The Board of Education may grant a leave of absence without pay to tenured professional staff members who have rendered satisfactory service and desire to return to employment in a similar capacity at a time determined by the Board.

Each leave of absence shall be of the shortest possible duration required to meet the leave's purpose consistent with a reasonable continuity of instruction for students.

Child-Rearing Leave

The Board may grant a professional staff member's request for a non-paid, child-rearing leave, not to exceed the balance of the school year plus one additional school year (but in no event shall such leave exceed 3 semesters), provided the request complies with this policy. Nothing in this policy shall prohibit a professional staff member from utilizing sick days during a disability due to pregnancy.

A teacher must request, if possible, a child-rearing leave by notifying the Superintendent in writing no later than 90 days before the requested leave's beginning date. The request should include the proposed leave dates. The leave shall end before a new school year begins or before the first day of school after winter recess.

Subject to the insurance carrier's approval, the teacher may maintain insurance benefits at his or her own expense during a child-rearing leave.

A professional staff member desiring to return before the leave's expiration will be assigned to an available vacancy for which the teacher is qualified, subject to scheduling efficiency and instruction continuity.

Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

General Assembly

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

Leave for Employment in Department of Defense

The Board may grant teachers a leave of absence to accept employment in a Department of Defense overseas school.

School Visitation Leave

An eligible professional staff member is entitled to 8 hours of unpaid leave during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the teacher's child, if the conference or activity cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

Leaves for Victims of Domestic or Sexual Violence

Any professional staff member may take an unpaid leave from work who: (1) is a victim of domestic or sexual violence, or (2) has a family, or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act, governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, an employee is entitled to a total of 12 work weeks of leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.).

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

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

Professional Leave

All full-time teachers will be granted three (3) professional days (school days) each school year (July 1st - June 30th) to attend conferences or workshops, not to include County Institute days, conferences or workshops sponsored by the school district, or any other conferences or workshops at which attendance of the staff member is required by the school district. Unused professional days do not accumulate.

Requests for attendance to educational conferences or workshops shall be submitted a minimum of three (3) weeks in advance.

Each full-time teacher shall be allowed up to the amount of three-hundred dollars (\$300) each school year (July 1st – June 30th) to cover the cost of professional development expenses (i.e. mileage, registration, lodging & meals) exclusive of the cost of a substitute teacher.

If a full-time teacher does not use any of his/her three-hundred dollars (\$300) allotment in one school year, it may be carried over and added to the three-hundred dollars (\$300) allotment for the following school year. This would give the full-time teacher a six-hundred dollars (\$600) allotment for that school year to cover the cost of professional development expenses (ie. mileage, registration, lodging & meals) exclusive of the cost of a substitute teacher.

A full-time teacher may only carryover the professional development allotment if none of the funds in the allotment are used in that school year. The allotment may only be carried over and added to the three-hundred dollars (\$300) allotment for the school year immediately following the school year in which none of the funds in the professional development allotment were used. The remaining funds from the six-hundred dollars (\$600) allotment do not accumulate and may not be carried over to cover professional development expenses for any future school years.

After returning to work from the professional development event, the teacher must submit acceptable documentation of attendance (i.e. completed and provider signed "ISBE Evidence of Completion for Workshop, Conference, Seminar, etc." form (ISBE 77-21 B) or certificate of attendance, or copy of meeting agenda) and receipts to receive the entire available reimbursement totaling a maximum of \$300. (\$600 – two year carryover)

Professional leave days shall not be used during standardized testing or State mandated testing. No more than four (4) teachers can utilize a professional day at the same time without prior approval of the Superintendent.

A teacher will be allowed one (1) day of professional leave each school year to present at an in-service event sponsored by the Regional Office of Education, Illinois State Board of Education, Illinois State Teacher Professional Organization, or National Teacher Professional Organization. This leave will not be deducted from the teacher's professional leave allotment for the school year. The school district will assume the cost of securing a substitute teacher for that day but will not assume any other additional costs associated with the professional leave. Only one (1) teacher per school day may utilize this benefit.

Other Leaves

The School Board will grant a leave of absence to the Jonesboro Association President and trustees of the Teachers' Retirement System as required by Sections 25-6:2 and 24-6:3 of The School Code.

Educational Support Personnel

(District Office Secretary/Bookkeeper/Treasurer/Secretary/Paraprofessionals and Teacher Aides/Non-Certified Personnel Working w/Students Performing Non-Instructional Duties/Custodians/School Nurse/Bus Drivers/Coaches and Athletic Trainers)

Employment At-Will

Unless otherwise specifically provided, District employment in an educational support position is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in School Board policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment.

Status

An employee who works 30 or more hours per week during the school term is considered full-time.

An employee who works less than 30 hours per week during the school term is considered part-time.

Compensation

The Board of Education will determine salary and wages for educational support personnel. Increase in wages or salary are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel shall be paid twice a month for all hours worked during a pay period. Paydays are normally on the 5th and 20th of each month. Except for limited exceptions, in the event a payday falls on a day that the Central Administrative office is not open for business, paychecks will be distributed on the last day the office is open before the normally scheduled payday. Educational Support Personnel have a choice of being paid twice a month on a 9-month or 12-month basis.

Support Staff Salary:

- Support Staff shall be given a 40 cent per hour increase on their salary for the contract year 2012-2013.
- Support Staff shall be given a 35 cent per hour increase on their salary for the contract year 2013-2014.
- Support Staff shall be given a 30 cent per hour increase on their salary for the contract year 2014-2015.

Insurance

The Board will contribute the following amounts toward the employee's individual premiums of the following insurance policies available through the School District providing the employee's regular work week is a minimum of 30 hours:

Life Insurance:

- \$10,000 Term Life Insurance – 100% of Individual Premium

Health Insurance:

- All full-time employees (minimum of 30 hours per week and nine-month work-year) will have the option of participating in the group Dental/Vision Insurance and the Preferred Provider Option (PPO) Health Insurance or Health Savings Account (HSA) Insurance plans that are offered through the school district.
- For an employee who enrolls in the Dental/Vision plan offered through the school district, the Board will contribute a dollar amount equal to 50% of the Dental/Vision premium for the category of coverage (Employee, Employee/Spouse, Employee/Child, and Family in which the employee is enrolled. Dental insurance excludes orthodontia services.
- For an employee who enrolls in either PPO or HSA plan offered through the school district, the Board will contribute a dollar amount monthly equal to the following:
 - Year 1 (2012-2013) \$375.00
 - Year 2 (2013-2014) \$400.00
 - Year 3 (2014-2015) \$425.00
- The employee may apply this contribution to the premium for any category of coverage (Employee, Employee/Spouse, Employee/Child, Family) in either the PPO or HSA plan.

Assignment

The Superintendent is authorized to make assignments and transfers of educational support personnel.

Duties and Qualifications

All educational support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board policies as they may be changed from time-to-time at the Board's sole discretion.

District Office Secretary / Bookkeeper / Treasurer

The person in this position is expected to handle the majority of the clerical and financial duties that are associated with the District Office. Tasks may include but are not limited to processing payroll, paying bills, completing monthly reports, handling requests made in the office, record keeping, dealing with various agencies, scheduling transportation, handling phone calls, and any other position related tasks that may be assigned by the Superintendent subject to the District's needs. The person in this position is expected to have previous experience in the area of finance, excellent communication and organizational skills, and be proficient in the use of calculators, copy machines, computers, Microsoft Office software and other computer data entry accounting programs. The person in this position is expected to be physically and mentally capable of performing the essential duties and tasks of the position as previously mentioned.

Secretary

The person in this position is expected to manage the office of the building or program where she/he is assigned. Tasks may include but are not limited to handling phone calls, clerical duties, completing monthly reports, dealing with requests made in the office, managing the activity & nutrition program funds, record keeping, and any other position related tasks that may be assigned by the Principal and/or Superintendent subject to the District's needs. The person in this position is expected to have previous clerical experience, excellent communication and organizational skills, and be proficient in the use of calculators, copy machines, computers, Microsoft Office software and other computer data entry software programs. The person in this position is expected to be physically and mentally capable of performing the essential duties and tasks of the position as previously mentioned.

Paraprofessionals and Teacher Aides

A person in this position is expected to assist teachers and students in the school building(s) where she/he is assigned. Tasks include but are not limited to individual & small group student tutoring, running copies, grading papers, general student supervision, and any other position related tasks that may be assigned by the supervising Teacher, Principal and/or Superintendent subject to the District's needs.

“Paraprofessionals” and “teacher aides” are noncertificated personnel with instructional duties; the terms are synonymous. Service as a paraprofessional or teacher aide requires a “statement of approval” issued by the Illinois State Board of Education (ISBE). A paraprofessional or teacher aide first employed in a program for students with disabilities on or before June 30, 2005, shall be subject to this requirement as of July 1, 2007.

A paraprofessional or teacher aide in a targeted assistance program that is paid with federal funds under Title I, Part A, or in a school-wide program that is supported with such funds, shall hold a “statement of approval,” issued by the ISBE, for this purpose.

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, student supervision, or performing clerical duties) are not paraprofessionals or teacher aides and the requirements in this section do not apply. In addition,

individuals who are completing their clinical experiences and/or student teaching do not need to comply with this section, provided they otherwise qualify for instructional duties under ISBE rules. The person in this position is expected to be physically and mentally capable of performing the essential duties and tasks of the position as previously mentioned.

Noncertificated Personnel Working w/ Students Performing Non-Instructional Duties

Noncertificated personnel performing non-instructional duties may be used:

For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media, e.g., computers, video, and audio, detention and discipline areas, and school-sponsored extracurricular activities;

As supervisors, chaperones, or sponsors for non-academic school activities; or

For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a noncertificated person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval. The person in this position is expected to be physically and mentally capable of performing the essential duties and tasks of the position as previously mentioned.

Custodian

The person in this position is expected to clean and maintain the school building(s) where he/she is assigned. Tasks include but are not limited to general cleaning of assigned areas, buffing, stripping & refinishing floor tile, carpet cleaning, trash disposal, unloading freight, ordering custodial supplies, painting, minor maintenance & repair, climbing and working from ladders, and any other position related tasks that may be assigned by the building Principal and/or Superintendent. The person in this position is expected to have previous experience or after a brief orientation period, demonstrate the ability to perform the previously mentioned tasks safely and proficiently. The person in this position is expected to be physically and mentally capable of performing the essential duties and tasks of the position as previously mentioned.

School Nurse

The person in this position is expected to handle the general health care needs of the school. Tasks include but are not limited to completing required student health reports and surveys, instructing employees on health-related topics, administering prescribed medications to students at school, providing first-aid treatment to injured students, communicating with staff and parents regarding health related subjects, and any other position related tasks that may be assigned by the building Principal and/or Superintendent. At the minimum, the person in this position should hold a Registered Professional Nurse's license if that person is to administer student medication at school. The person in this position is expected to be physically and mentally capable of performing the essential duties and tasks of the position as previously mentioned.

Bus Drivers

A Bus Driver is expected to safely and proficiently drive the bus while transporting students, teachers, staff, and/or chaperones on school related trips. Tasks include but are not limited to conducting safety inspections on the bus before each trip, fueling the buses, transporting

students, teachers, staff and/or chaperones, completing required paperwork, and any other position related tasks that may be assigned by the building Principal and/or Superintendent subject to the District's needs. All school bus drivers must have a valid school bus driver permit. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, Hiring Process and Criteria and Board policy 5:285, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers. The person in this position is expected to be physically and mentally capable of performing the essential duties and tasks of the position as previously mentioned.

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is regulated by an association, all coaches must have completed a course on coaching principles and sport's first aid. The Superintendent or designee shall ensure that all coaches have completed appropriate training programs. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law. The person in this position is expected to be physically and mentally capable of performing the essential duties and tasks of the position as previously mentioned.

Resignation and Retirement

An employee is requested to provide 2 weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least 2 months before the retirement date.

Non-RIF Dismissal

The Board of Education may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

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

Reduction in Force and Recall

This section is applicable whenever the Board of Education decides to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, an educational support employee is removed, dismissed, or his or her hours are reduced.

The Board shall use a seniority list to determine the order of dismissal or removal. The seniority list, categorized by positions, shows the length of continuing service of each full-time

educational support employee. The employee with the shorter length of continuing service within the respective category of position shall be dismissed first.

Except as provided below, written notice will be given the employee by certified mail, return receipt requested, at least 30 days before the employee is removed or dismissed, or his or her hours are reduced, together with a statement of honorable dismissal and the reason therefore if applicable. The prior written notice will be extended to at least 90 days if the lay-off is due to the District entering into a contract with a third party for non-instructional services. The prior written notice will be shortened to at least 5 days before an employee's hours are reduced as a result of an unforeseen reduction in the student population.

Any vacancies for the following school term or within one calendar year from the beginning of the following school term shall be offered to the employees so removed or dismissed from that category or any other category of position provided they are qualified to hold such positions.

Final Paycheck

Employees will be paid for all earned vacation. A terminated employee's final paycheck will be adjusted for any unused, earned vacation credit. Terminated employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the third (3rd) business day following the last day of employment.

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

Schedules and Employment Year

The Superintendent shall supervise a process for setting work schedules and an employment year for educational support employees in accordance with State and federal law, Board policy, and applicable agreements and shall:

1. Assign each employee a supervisor who will establish a work schedule, including breaks, as required by building or District needs, work load, and the efficient management of human resources;
2. Allow for the ability to respond to changing circumstances by altering work schedules as needed; and

3. Consider the well being of the employee in regards to the assignment of work schedules and work loads.

Breaks

An employee who works at least 7.5 continuous hours shall receive a 30-minute duty-free unpaid meal break that begins within the first 5 hours of the employee's workday. The District accommodates employees who are nursing mothers according to State law.

School Term Employees (School Calendar – normally 9 months)

Except for Leave Days, School Term Employees (teacher aide, supervision aide, school nurse, crossing guard, clerical, after school daycare supervisor, part-time custodian, part-time maintenance, bus driver, etc.) normally work when school is in session. Work days, schedules, and duties will be determined by the Building Principal and/or Superintendent subject to change to meet District needs. Except for Holidays and Leave Days, School Term Employees will not be paid for days not worked.

School Year Employees (July 1st – June 30th - 11 or 12 Months)

School Year Employees (bookkeeping, clerical, custodian, maintenance, etc.) work daily, Monday through Friday, 40-hours per week, except for Holidays, Leave Days, and earned Vacation Days. Work schedules and duties will be determined by the Building Principal and/or Superintendent and are subject to change to meet District needs. Except for Holidays, Leave Days, and earned Vacation Days, School Year Employees will not be paid for days not worked.

Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all Educational Support Personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual contract; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control. When possible, an Education Support Employee should complete and submit a Leave Request Form to the Building Principal before using any portion of a leave or vacation day. If this is not possible, the employee should inform the Building Principal of the need to use a leave day and then complete and submit a Leave Request Form to the Building Principal upon returning to work. SINCE ESP EMPLOYEES ARE PAID FROM TIME SHEETS FOR ACTUAL HOURS WORKED, IT IS ABSOLUTELY NECESSARY THAT LEAVE FORMS ARE COMPLETED AND SUBMITTED NO LATER THAN ON THE DAY AN EMPLOYEE RETURNS TO WORK. FAILURE TO DO SO MAY RESULT IN THE DELAY OF PAYMENT FOR AN EMPLOYEE'S LEAVE TIME USED UNTIL THE NEXT PAYCHECK AFTER THE LEAVE FORM IS SUBMITTED.

Sick Leave

Full or part-time Educational Support Personnel, who work less than 600 hours per year, will be granted a prorated amount of sick leave days per year at full pay. The amount of sick leave days issued will be in proportion to the number of sick leave days issued to an employee who works 600 or more hours per year. Full or part-time Educational Support Personnel who work at least 600 hours per year are granted 15 sick leave days per year at full pay. Part-time employees will receive sick leave pay equivalent to their regular workday. Sick leave may be used in no less than one-hour increments. An employee will be assessed for all sick leave used in increments of 15 minutes or greater. Unused sick leave shall accumulate to a maximum of 340 days. Three (3)

sick leave days per year may be used as bereavement leave for individuals other than immediate family.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

The School Board may require a physician's certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or if the treatment is by prayer or spiritual means, that of a spiritual adviser or practitioner of such person's faith, as a condition for paying sick leave after 3 days absence for personal illness, or as it deems necessary in other cases. If the Board requires a certificate during a leave of less than 3 days, it shall pay the expenses incurred by the employee.

Sick Leave Bank

A fulltime ESP Employee is entitled to the same Sick Leave Bank benefits as granted to Professional Employees.

Personal Leave

Full or part-time Educational Support Personnel, who work less than 600 hours per year, will be granted a prorated amount of personal leave days per year at full pay. The amount of prorated personal leave issued will be in proportion to the number of personal leave days issued to an employee who works 600 or more hours per year. Full or part-time Educational Support Personnel who work at least 600 hours per year are granted three (3) personal leave days per year. A personal leave day is defined as a day to allow professional personnel time to conduct personal business (but not vacation, travel, or work stoppage), which is impossible to schedule at a time other than during a school day. Any unused personal leave days in a school year will be credited to the employee's accumulative sick leave.

The use of a personal leave day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to the Building Principal 3 days in advance of the requested date,
2. No personal leave days may be used immediately before or immediately after a holiday, Christmas Break, or Spring Break unless the Superintendent grants prior approval,
3. Personal leave may not be used in increments of less than one-half day unless the Superintendent grants prior approval,
4. Personal leave days may not be used during the first and/or last 5 days of the school year unless the Superintendent grants prior approval,

5. Personal leave days may not be used on in-service and/or institute days or mandated student testing days unless the Superintendent grants prior approval, and
6. Not more than three (3) employees may utilize a personal day at the same time without prior approval from the Superintendent.

Holidays – School Term Educational Support Personnel

Unless the District receives a waiver or modification of The School Code pursuant to Section 2-3.25g, allowing school to be scheduled on a holiday listed below, a School Term Educational Support Employee who works at least 600 hours per year will be paid for, but will not be required to work on the following days:

Labor Day	New Year's Day
Columbus Day	Martin Luther King's Birthday
Veterans' Day	Presidents' Day
Thanksgiving Day	Memorial Day
Christmas Day	

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

Holidays – School Year Educational Support Personnel

Unless the District receives a waiver or modification of The School Code pursuant to Section 2-3.25g, allowing school to be scheduled on a holiday listed below, a School Year Educational Support Employee who works at least 1700 hours per year will be paid for, but will not be required to work on the following days:

Labor Day	New Year's Eve
Columbus Day	New Year's Day
Veterans' Day	Martin Luther King's Birthday
Thanksgiving Day	Presidents' Day
Day After Thanksgiving Day	Memorial Day
Christmas Eve Day	Independence Day
Christmas Day	
Good Friday	

In the event a Holiday falls on a Saturday or Sunday, a School Year Education Support Employee who works at least 1700 hours per year may take the Holiday on a day school is not in session (Christmas Break, Spring Break, Teacher Institute, summer, etc.). The District may require Educational Support Personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Vacation

Full-time School Year Educational Support Employees (12 month work-year, 40 hours per week) will be eligible for paid vacation days according to the following schedule:

<u>Length of Employment</u>		<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</u>		
Beginning of year 2	10 Days per year
Years 3 through 6	1 Day added for each year worked
Beginning of year 7	15 Days per year

With limited exceptions, vacation days are to be taken when school is not in session. An employee may take up to a total of five (5) vacation days during the school term (August-June) on days that school is in session providing the employee has received written permission from his/her immediate supervisor (Principal/Superintendent) and taking the vacation days does not cause a major disruption in the school's operation. In an effort to avoid causing a major disruption to the school's operation, an employee will take into consideration his/her daily job demands when requesting vacation days to take while school is in session. Without prior approval of the Superintendent, similar position employees in the same building (custodians/custodians, clerical/clerical, etc.) may not take vacation days on the same dates. Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all unused earned vacation from the previous fiscal year. (Board Policy Change: December 15, 2009)

Other Leaves

Educational Support Personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly
2. School Visitation Leave
3. Leaves for Victims of Domestic or Sexual Violence

ELECTION FORM FOR SALARY PAYMENTS

Pursuant to Internal Revenue Code 409a

As an employee of Jonesboro Community Consolidated School District #43, in accordance with IRC 409a, I hereby make the following irrevocable election for receipt of my salary during the current school year. (Please initial an option):

_____ **Option #1** (May be selected by Administrators, Teachers, and 12-month Employees)

I elect to receive my salary pro-rated over a 12-month period. In the event a separation from service occurs before the end of the 12-month payment period, I will be entitled to an additional payment for the amount I have actually earned from the beginning of the 12-month pay period until the date of my separation from service, but which has not been paid. This additional payment will be included in my final paycheck. For this purpose, "separation from service" shall have the same meaning as that term is defined in section 1.409A-1(h) of the Treasury Regulations.

_____ **Option #2** (May be selected by less than 12-month ESP Employees and Teachers)

I elect to receive my salary over a 9-month period to be paid starting in September and ending in May.

I understand that my election will remain irrevocable during the current school year and shall not change unless my employment status changes within the school district.

Employee Signature

Date

Print Full Name

JONESBORO COMMUNITY CONSOLIDATED SCHOOL DISTRICT #43
309 COOK AVE.
JONESBORO, IL 62952

Electronic Funds Transfer (EFT) Form

Employee Information (please type or print)

Name: _____ SS#: _____

Address: _____

City, State, Zip: _____

Phone #: _____

Bank Information:

Bank Name: _____

Name on Account: _____

Checking Account #: _____

Routing # _____

Authorization Agreement: I hereby authorize Jonesboro Community Consolidated School District #43 to deposit my paycheck directly into the above-mentioned account. I understand that I must give advance written notice to allow reasonable time for my instruction to be executed. I am aware that I may only sign up for direct deposit once each school year. I understand that except in case of an emergency, I must give a minimum of 30-days written notice to the Jonesboro School District Bookkeeper if I intend to terminate this contract. I am aware that the Jonesboro School District must provide me a minimum of 30-days written notice prior to the school district initiating action to discontinue the direct deposit option. If an incorrect deposit should be made into my Bank Account and I am notified of the error, I authorize my Bank and the Jonesboro School District to make the appropriate adjustment(s). I am aware that neither the Jonesboro School District nor I may be held responsible for any errors made by the Bank during the completion of the direct deposit process.

Employee Signature: _____ Date: _____

PLEASE ATTACH A VOIDED CHECK

**THE COMPLETED FORM SHOULD BE SUBMITTED TO THE
DISTRICT BOOKKEEPER FOR PROCESSING**

Jonesboro Community Consolidated School District 43

Premium Election Form – As Permitted under Section 125 of the Internal Revenue Code

Type of Enrollment (Circle one)

Decline New Enrollment Re-Enrollment Termination Change in Status (specify) _____

Personal Information

Name _____ Social Security Number _____

Address _____

Date of Birth _____ Gender _____ Marital Status _____ Date of Hire _____

Benefit Elections (Check each plan in which you wish to enroll in the applicable category of coverage column.)

Plan	Employee Only	Employee & Child	Employee & Spouse	Employee & Family
PPO Health	_____	_____	_____	_____
HSA Health	_____	_____	_____	_____
Dental	_____	_____	_____	_____
Vision	_____	_____	_____	_____
AFLAC Supplemental Insurance Policy(ies)	_____			

Total Cost per Pay & per Month (Will be calculated by the district office.) _____

Salary Reduction Agreement

I have read and understand the explanation I have received regarding my options under the Jonesboro CC School District 43 Premium Only Plan. I understand I have the right to have the company redirect my salary on a pretax basis during the plan year and apply this amount toward the purchase of the medical coverage I have designated above. I acknowledge that my election is irrevocable during the plan year (September 1st – August 31st) unless there is a change in my status. A change in status includes: marriage; divorce; death of a spouse or dependent; birth of a dependent; birth or adoption of a child; change in number of dependents; termination of employment or commencement of employment; a strike or lockout; commencement or return from an unpaid leave of absence; a change in worksite; or any change in employment status that affects eligibility; a change in residence for me, my spouse or children; or my dependent either satisfies or ceases to satisfy requirements for coverage due to change in age, student status, or any similar circumstances; or a change in my or my spouse's employment status.

I hereby apply for the options listed above. I authorize Jonesboro CC School District 43 to adjust my pay as required by my elections in an amount equal to my share of the cost of insurance coverage as shared with me in writing. I understand that the benefit options I have elected will remain in force during the plan year (September 1st through August 31st). I acknowledge that my election is irrevocable during the plan year (September 1st through August 31st) unless there is a change in my status.

Employee's Signature

Date

Jonesboro Community Consolidated School District 43
Sick Leave Bank Enrollment / Termination / Request for Days

Enrollment (Please check one)

_____ I wish to enroll in the Sick Leave Bank and continuously donate one (1) sick leave day each school year during the open enrollment period as specified in the Sick Leave Bank policy.

_____ I do not wish to enroll in the Sick Leave Bank at this time. I understand that if I choose to enroll at a later date, the late-enrollment requires the donation of one (1) sick leave day for each school year that I chose not to participate in the Sick Leave Bank.

Termination of Enrollment and Participation (Please check one)

_____ I wish to terminate my enrollment and participation in the Sick Leave Bank effective as dated below. I understand that by terminating my enrollment and participation, I forfeit all personal rights in regards to the sick leave days that I donated except for TRS or IMRF creditable service retirement purposes and that I may not re-enroll and participate in the Sick Leave Bank at a later date.

Request for Days (Please check one)

_____ I have used all of my accumulated sick leave, personal leave, and vacation days. I am requesting the use of _____ (insert number) of Sick Leave Bank Days for the following reason:

I am also submitting a Physician's statement certifying the need for the sick leave, the inability to work, and the approximate length of absence.

_____ Due to my discontinuance of employment in the school district, I am requesting the return of my sick leave days donated to the Sick Leave Bank, less any days personally used, and that the returned days be reported to TRS or IMRF for creditable service. I understand that my days will only be returned if the withdrawal of days does not create a financial cost for the school district and the days are available in the sick leave bank.

Employee's Signature

Date

ADMINISTRATIVE USE

Request reviewed by the Administrative Board on _____

Approved _____ Denied _____ Reason _____

Administrative Board Representative

Date

Cc. Employee, Bookkeeper, Personnel File

NOTICE OF INTENT TO TAKE FMLA LEAVE

Date _____

Dear Board of Education, Jonesboro District #43,

This memo is to notify you of my need for leave under the Family and Medical Leave Act.

I require a leave of absence from _____ to _____ because:

_____ I am temporarily unable to work because of my own serious health condition.

_____ I will be caring for a family member or member of my immediate household (spouse, child, parent, member of household) with a serious health condition.

I have attached a completed certification from a health care provider documenting my need for leave.

It is my understanding that I am eligible for up to 12 weeks of leave per year under the Family Medical leave Act and that I will be reinstated to my job after my leave. It is also my understanding that Jonesboro District 43 will continue my health insurance that I am currently enrolled in through the school district during my leave.

The Family and Medical Leave Act specifies that employers must provide specific written notice to an employee of rights and responsibilities regarding leave within a few business days of when that employee gives notice of the need for leave (29 C.F.R. 825.301). I look forward to receiving this information from you.

Please let me know immediately and in writing if you require anything further from me. I appreciate your assistance with this matter.

Sincerely,

Employee's Signature

Cc.
Personnel File

Employee Handbook Receipt

This is to verify that I received a copy of the Jonesboro Community Consolidated School District #43 Employee Handbook on the date noted below.

I understand that it is my responsibility to read and become familiar with the contents of this handbook. In addition, I understand that I am personally responsible for abiding by the policies and procedures stated in this handbook.

If I have any questions or I am unclear about any item in the handbook, I realize that it is my responsibility to contact my Building Principal or District Superintendent for additional information and clarification.

Employee's Name (please print)

Employee's Signature

Date of Receipt