

HENRY-STARK COUNTIES
SPECIAL EDUCATION DISTRICT
#801

EMPLOYEE HANDBOOK

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INTRODUCTION

This Handbook is intended to indicate the current employment practices, working conditions, and benefits afforded all employees of Henry-Stark Counties Special Education District. Nothing in this Handbook is intended or shall create any contractual obligations of any kind.

We hope this Handbook will serve to help you better understand your responsibilities to the Henry-Stark Counties Special Education District and its responsibilities to you.

Additional policies and rules and regulations applicable to all employees may be found in the official Henry-Stark Counties Special Education District Executive Board Policy #46 Manual and accompanying Rules and Regulations. A copy of the Board Policy #46 Manual is on file at the Henry-Stark Counties Special Education District Office. If there are any questions concerning this Handbook, or any aspect of employment with the Henry Stark Counties Special Education District, please contact the Director or Designee.

This Handbook is not a contract. Nothing in this Handbook shall be deemed to create contractual or legally enforceable rights on behalf of an employee. Neither prior practice nor oral representation by individual members of the Executive Board or the administration shall be deemed to create contractual rights. Only written agreements expressly approved and authorized for signature by the Governing Board may be construed as creating any contractual right. You are hereby employed at will, which means that you may terminate your employment, or you may be terminated, at any time with or without notice, with or without cause, unless otherwise provided in the *School Code of Illinois* or in a contract agreed to by the Governing Board. At the sole discretion of the Governing Board, or when authorized by the Executive Board or Director, policies may be changed when circumstances so require. The Governing Board, Executive Board or the Director, where appropriate, reserves the right to amend, modify, alter, change, delete, revoke, or add to all or any part of the contents of this Handbook, underlying policies, rules and regulations, practices, procedures, or plans pursuant to the authority granted by Policy 46. Written changes will be made available to staff. The provisions of this Handbook do not constitute a contract for employment nor are the terms enforceable against the Henry-Stark Counties Special Education District.

This Handbook supersedes any previous handbook or unwritten policies. In case of conflict, written policies of the Governing Board and Executive Board supersede this Handbook.

For forms appendices referred to in this section and additional details, see the Rules and Regulations Implementing Governing Board Personnel Policy #46.

EMPLOYEE POSITIONS

Henry-Stark Counties Special Education District generally has the various employee positions listed below. This list of positions may change at any time and may be updated from time to time as new positions are created, deleted or moved. This list of positions is informational only and is not to be used for any other purpose, including but not limited to seniority and recall.

Certified Professional Staff (positions requiring a teacher's certificate)

- A. Director
- B. Assistant Director
- C. Coordinator
- D. Technical Assistance Supervisor
- E. Principal
- F. Psychologist
- G. Social Worker
- H. Teacher
- I. Speech and Language Pathologist

Non-Certified Staff

- A. Assistant to the Director
- B. Technology/Employee Benefits Manager
- C. Student/Personnel Records Manager
- D. Bookkeeper
- E. Support/Personnel Secretary
- F. School Secretary
- G. Educational Support Employee
 - a. Highly Qualified Instructional Aide, 1:1 Aide
 - b. Personal Care Aide
- H. Custodian
- I. Hearing Impaired Interpreter

GENERAL PROVISIONS

The primary purpose of Henry-Stark Counties Special Education District is to provide service and educational benefit to the students and school districts of the Henry-Stark Counties Special Education District. Employment practices must be consistent with meeting the needs of those students and school districts. Employment decisions are based upon objective analysis of the facts and circumstances. Employee preferences and needs will be carefully considered in light of that primary responsibility.

EMPLOYMENT

All new employees are required to complete:

1. An employment application and interview.
2. Any and all forms or submission of information as required by law or any governmental agency, including but not limited to the Internal Revenue Service ("IRS"), Teachers Retirement System ("TRS") or Illinois Municipal Retirement Fund ("IMRF").
3. The Immigration and Naturalization Employment Eligibility Verification Form. (Appendix 2-C)
4. The Abused and Neglected Child Reporting Act Form.
5. Authorization for criminal background investigation, including submission to fingerprinting. (See Criminal Background Check, below and Rules and Regulations, 2.5)
6. Henry-Stark Counties Special Education District Drug-and-Alcohol Free Workplace Policy and Rules (Article 17, Appendix 17-B) is required.
7. The Authorization for Access form in respect to Computer System Use.
8. Physical Examination including but not limited to a TB test. The physical examination is intended to verify that an employee, with or without accommodation, is able to perform all essential job duties. (See Physical Examination, below and Rules and Regulations, 2.6.)
9. Any other documents required by the Director in respect to that position or employment, or as otherwise required by law.
10. Acknowledgment of receipt of this handbook.

If required by law or Henry-Stark Special Education District, the employee must submit a copy of the current certificate or license or renewal of same to practice or engage in employment in that area.

Any intentional or negligent, false or misleading statement in an interview or on the employment application in respect to any material matter shall be grounds for termination.

All employment is subject to receipt of criminal background investigation information. Henry-Stark Counties Special Education District reserves the right to withdraw any offer of employment or terminate employment upon receipt of information indicating conviction or commission of criminal offenses. All employment is subject to receipt of report of physical examination. An employee is subject to termination if the examination reveals that the employee cannot, with or without reasonable accommodation, perform the essential job requirements.

Employment Period

Employment hours and days per schools or fiscal year vary by positions and locations of employment. Employees will be informed of the exact number of responsibility days/hours they are required to work prior to the beginning of each school year. Hours and days of work may vary, depending upon needs of the District.

Responsibility days/hours are defined as those days/hours in which the employees are expected to perform their assigned duties at their designated work stations or assignments. Responsibility days are designated in the official Henry-Stark Counties Special Education District annual calendar or the annual calendar of assigned district, including any approved modifications of the calendar that occur during the year. In the event that an employee is assigned to more than one district, the Cooperative will assign the calendar to be followed with input by the affected employee. Responsibility days may also include other days, based upon needs and circumstances in individual cases.

Notification of Assignments

All regularly employed employees shall be given written notice of their tentative assignments for the forthcoming year before the end of their current work year. In the event changes in such assignments are deemed necessary by the District, the employees affected shall be notified promptly in writing of the proposed change, and may have an opportunity to consult with Director or designee regarding the change.

Daily Work Hours

Certified employees are required to keep the same minimum hours of attendance as the district staff where their assignments are located. Every certified staff member will have a 30 minute duty free lunch. Certified employees are expected to participate in normal building activities that occur after the school day.

Educational support employees whose work hours are not otherwise designated will not be less than 7.0 hours per day which includes a 30 minute duty free (unpaid) lunch. Accordingly, actual hours will be a minimum of 6.5 hours per day for 176 days per school year. (This constitutes the 176 student attendance days).

The actual starting and ending times will be determined by where their assignments are located. Such employees shall work 176 days per school year. Should a member district desire to have Cooperative educational support employees attend district level Institutes, they may do so by request. Cooperative educational support employees who are required to attend such trainings shall be paid their normal hourly rate.

School Secretaries' work hours will be 7.25 hours per day which includes a 30 minute duty free unpaid lunch. Accordingly, actual work hours will be 6.75 hours per day. The actual starting and ending times will be determined by the Director.

The work hours for all other office staff will be 8.0 hours per day which includes a 30 minute duty free unpaid lunch except for days when students are not in attendance then the work day shall be 7.5 hours per day which includes a 30 minute duty free unpaid lunch. The actual starting and ending times will be determined by the Director.

Employee Change of Name and/or Address

Many important notices are sent to employees by mail. Among these are notices of assignment, insurance rights notices (such as COBRA notices), TRS or IMRF information and W-2 forms. The Change of Address form (Appendix 2-A) should be completed and sent to the Henry-Stark Administrative Office as soon as possible but no later than 30 calendar days after the change occurs, to avoid problems with paychecks and correspondence.

Closings

The large geographical area and the large number of school districts in which the Henry-Stark Counties Special Education District personnel work prevent the Henry-Stark Counties Special Education District administration from designating District-wide weather related closings. When the building(s) to which the employee is assigned is open, but the employee is absent due to weather conditions, the salary or wages of the employee will be docked at the rate of one day's pay for each day absent due to weather conditions. As an alternative, an employee may request a personal day, if available to the employee.

In the event a member district of the Henry-Stark Counties Special Education District closes school for any reason other than as provided in the member district's school calendar, including but not limited to, a strike or work stoppage by a member district's employees, and the Henry-Stark Counties Special Education District teacher or other employee would otherwise be assigned to work at such district on such day(s) of the school closure, the Henry-Stark Counties Special Education District teacher or other employee shall not report to work in the event services are not needed by the member district. The Henry-Stark Counties Special Education District teacher or other employee will be

obligated to report to work for makeup days, if any, which shall be scheduled as a result of such school closure. If days are not made up, the Director may assign employees to other duties.

Criminal Background Check

Pursuant to Section 10-21.9 of the School Code of Illinois, any applicant for employment must authorize an investigation for purposes of criminal background check. Any information obtained as a result of this investigation will be kept confidential to the extent as set forth in the School Code, and will be used to determine if the Henry-Stark Counties Special Education District will employ a particular individual. Fingerprinting is required as a part of the criminal background investigation. Henry-Stark Counties Special Education District reserves the right to withdraw offer of employment, or immediately discharge from employment any individual, based upon information found in the criminal records background check, or obtained through the application process. Falsification of application or interview information in any form will be grounds for immediate discharge.

Physical Examination

A physical examination, at the employee's expense, is required upon offer of employment by the Henry-Stark Counties Special Education District. The employee must submit evidence of the employee's physical fitness to perform all essential duties assigned and freedom from communicable diseases, including tuberculosis, which would render the person unreasonably dangerous to perform the duties assigned. The information shall be recorded on the Certificate of Physical Fitness and Immunity from Communicable Disease (Appendix 2-B). The form should be placed on file in the Henry-Stark Counties Special Education District Office before the first day of work with the Henry-Stark Counties Special Education District. Such evidence shall consist of a physical examination and a tuberculosis skin test and, if appropriate, an x-ray made by a physician licensed in Illinois or any other state to practice medicine and surgery in all its branches not more than 90 days preceding time of presentation to the Governing Board. Nothing in this statement will preclude employment of an otherwise qualified person with a disability from employment, who is able to perform all essential job duties, either with or without accommodation.

The Henry-Stark Counties Special Education District reserves the right to require an employee to submit to an additional physical and/or mental examination to verify the employee's fitness for duty and/or freedom from communicable disease, including tuberculosis. Any expense for such examination will be paid by the Henry-Stark Counties Special Education District. If the employee in question is already under the care of a physician or health professional, the employer will consider a report from the physician or other health professional provided by the employee to the Director. Obtaining a report of the employee's condition from the

employee's physician or other health professional will not preclude the requirement that the employee must submit to a physical and/or mental examination to verify the employee's fitness for duty.

Any medical or health information regarding an employee shall be kept confidential, and records thereof shall be kept in a secure (locked) location, and shall be accessed only by those persons with a direct need to know such information in the performance of duties for Henry-Stark Counties Special Education District. No employees shall access or attempt to access this information except as stated herein. No employee, Executive Board or Governing Board member shall re-disclose the information except as is necessary for the performance of their respective functions.

Certificates and Licenses

All certified employees (that is, employees with "teaching" certificates issued under Article 21 of the School Code, commonly called teacher certificates) must have their certificates registered and renewed through the office of the Bureau Henry Stark Regional Superintendent of Schools. A copy of the certificate must be placed on file in the Henry-Stark Counties Special Education District Office upon employment and upon each renewal.

All personnel for whom a license to practice is required (e.g. therapists) or who have any other form of approval or non-teaching certification issued by any governmental entity or agency (such as teacher aide approvals or commercial drivers' licenses) shall submit a copy of their license, certificate or approval to the Henry-Stark Counties Special Education District Office upon employment and upon each renewal. Any employee whose certificate, license or approval is revoked or expired is subject to dismissal.

Continued Employment Criteria

All employees must comply with the Henry-Stark Counties Special Education District policies, rules and regulations, procedures and directives, whether written or oral. Additionally, employees are required to comply with all the relevant laws related to Henry-Stark Counties Special Education District or an employee's duties. Employees must maintain, in good standing, all legally required certificates, licenses, and approvals that are required for the position.

Transfer or Request to Change Employment Assignment

Any employee wishing to transfer to an open position within the Henry-Stark Counties Special Education District must send a letter of interest to the Director. If there are currently no open positions but an employee wants to be considered should an opening occur, the employee must send a letter stating their interest to the Director.

At-Will Employment

Except as otherwise provided in a collective bargaining agreement, it is the policy of the Henry-Stark Counties Special Education District to employ all educational support personnel, classified staff and classified specialists on at-will basis, meaning that the employment of educational support personnel, classified staff and classified specialists may be terminated by the Henry-Stark Counties Special Education District or the employee at any time, with or without cause and with or without notice, at the option of the Governing Board.

For forms appendices referred to in this section and additional details, see the Rules and Regulations Implementing Governing Board Personnel Policy #46.

EVALUATION

All employees will be evaluated according to the schedule as stated in the Henry-Stark Counties Special Education District Evaluation Plan.

COMPENSATION

Salary/Hourly Pay

Salary for salaried employees and hourly pay for non-salaried employees shall be determined and adjusted by the Governing Board. Any applicable collective bargaining agreement may also establish salaries and wages.

Pay Periods

Payroll will be distributed on or before the 15th and the last work day of each month. If the payday falls on a holiday or weekend, payment will be on the preceding Henry-Stark Counties Special Education District attendance day.

When an educational support employee is dismissed by the Cooperative due to a desire to decrease the number of educational support personnel employees employed by the board or to discontinue some particular type of educational support service, or the Cooperative discharges or non-renews the employee, the employee shall be given the option of being paid all earned compensation on or before the third business day following his or her last day of employment or the next regularly scheduled pay date. Individual employee insurance benefits shall continue through the end of the policy year which is August 31st for honorably dismissed employees who were employed for the entire previous school year.

When a certified employee is dismissed by the Cooperative due to a desire to decrease the number of certified employees employed by the board or to discontinue some particular type of service, or the Cooperative discharges or

non-renews the employee, the employee shall be given the option of being paid all earned compensation on or before the third business day following his or her last day of employment or the next regularly scheduled pay date. Individual employee insurance benefits shall continue through the end of the policy year which is August 31st for honorably dismissed employees who were employed for the entire previous school year.

Compensation for Additional Training

In order for teachers to receive a horizontal increase in salary for additional course work beyond the bachelor's or master's degree, teachers must satisfy all the requirements contained in Section 3.3 of Executive Board Policy III and seek pre-approval from the Director or designee of the coursework beyond the bachelor's degree or coursework and master's program plan for a master's degree. All forms must be submitted no later than 30 days before the proposed coursework or program begins. To obtain a horizontal increase, evidence of successful completion of the course(s)/program in the form of official transcripts, and/or report card must be submitted to the Director by September 15th or January 15th.

Tuition Reimbursement

Beginning with the 2008-2009 school year, the District shall establish an annual professional development pool of \$10,000 for use by certificated employees. A full time certificated employee who takes a graduate level course from an accredited (approved by an accrediting agency recognized by the U.S. Department of Education) institution in an area of the employee's assignment or for any college course at the request of the district will be reimbursed up to \$125 per semester hour credit of tuition, not to exceed \$750 per year. The funds shall be expended on a "first to apply, first in right" basis until the available funds are exhausted. In order to be eligible for reimbursement, the course must be approved in advance by the Director and a minimum grade of "B" must be earned, as evidenced by official transcript or other official document satisfactory to the Director.

Henry-Stark Counties Special Education District Personnel Policy #46 Manual, Rules and Regulations Implementing Personnel Policy #46 Appendix 3-A.

Overtime Hours of Work for Educational Support Personnel

All regular non-exempt personnel required by the administration to work beyond a forty (40) hour work week shall be paid one and one-half times their regular hourly rate of pay for each hour beyond forty (40). Educational support employees shall be paid their regular hourly rate of pay for hours worked less than forty (40) in a work week.

Non-certified employees shall obtain approval of the director or his designee in writing in advance, before working other than regularly assigned hours. Non-certified employees shall be paid at the applicable rate for all hours worked. Any employee who works unauthorized overtime hours may be subject to possible disciplinary action.

Payroll Deductions

The following deductions are examples of deductions that may be made to your pay as required by law or as required as a result of an employee's election or request. This list is not exhaustive.

Deductions for the Illinois Teachers' Retirement System will be made July through June from salaries paid all certified personnel on a twelve (12) month basis. If a certified employee is employed for a different duration (for example, a substitute or short term employee) the TRS deduction will be made from each paycheck. TRS deductions whether paid by the employer or deducted from employee earnings shall be deemed an employer "pick up" within the meaning of 414(h) (2) of the Internal Revenue Code.

Deductions are made for TRS earnings paid to certified personnel for reportable summer duties that include: summer school teaching, summer substitute teaching, and summer homebound tutoring.

Deduction for Medicare will be made from salaries paid to all certified personnel employed after July 1, 1986. Deduction for Medicare may be made from salaries of any certified personnel employed before July 1, 1986 who, during the TRS referendum process, have elected to have deductions for Medicare made from their salaries.

Deductions for Social Security will be made from compensation paid to non-certified personnel.

Deductions for Illinois Municipal Retirement Fund shall be made from compensation of non-certified employees regularly working 600 or more hours per year. IMRF deductions whether paid by the employer or deducted from employee earnings shall be deemed an employer "pick up" within the meaning of 414(h) (2) of the Internal Revenue Code.

All personnel who elect coverage as a part of the group health insurance plan will have a deduction which reflects the cost of the coverage to the extent not paid by Henry-Stark Counties Special Education District.

Employee Optional Retirement Savings

Any employee eligible may contribute to a 403(b) retirement savings plan (commonly called "tax sheltered annuity) by payroll deduction, pursuant to the Employer's 403(b) plan and rules, procedures and forms in effect from time to time. The District may adopt rules of standard application for all participants in 403(b) arrangements, and may impose reasonable requirements upon 403(b) vendors.

The District shall have no obligation for dues and annuities for employees whose earnings are insufficient to cover authorized amounts for payroll period or any annuals due.

FRINGE BENEFITS

Henry-Stark Counties Special Education District employees may be eligible for certain fringe benefits as described in this section.

Insurance

To be eligible for the District's insurance plan, the certificated employee must be regularly scheduled to work at least 32.5 hours per week and for at least 176 days per year.

To be eligible for the District's insurance plan, the educational support employee must be placed by the District on permanent status and must be regularly scheduled to work at least 32.5 hours per week and for at least 176 days per year.

The District agrees to pay the cost of the single health, dental, vision and term life insurance premium, less \$100.00. Other costs of coverage from the options available may be made by payroll deduction. Subject to any carrier restrictions, employees on approved unpaid leaves of absence may continue health coverage at their own expense, with the employee paying the monthly premium in advance.

An insurance committee consisting of three Executive Board members, three Association members selected by the Association President, and the District Director as an ex-officio member shall review coverage, deductibles and premiums and make recommendations for any changes to the Governing Board. The Governing Board will approve or disapprove the committee proposal.

After the employee's retirement the employee or employee's spouse may continue health insurance coverage previously in effect at the expense of the covered individual until age 65, subject to carrier restriction.

Section 125 Plan

The District shall maintain a Section 125 Plan. The purpose of the Plan shall be to permit employees to make contributions toward the cost of major medical/health and dental insurance plans of the District with pre-tax dollars. The District may adopt reasonable rules, regulations and procedures regarding participation in the Section 125 Plan.

The District shall make a contribution of \$100.00 per month into the Section 125 Plan for each employee who works in a position requiring at least 32.5 hours per week, at least nine (9) months per year. The employee may choose to redirect that sum toward the premium cost of any insurance options available from time-to-time, under a district health insurance plan, or the employee may receive the funds as cash compensation, to be spent as the employee sees fit.

Liability Insurance

All employees and student teachers are provided with liability insurance as authorized by Illinois statutes. Liability insurance does not cover intentional acts of misconduct, or willful and wanton misconduct.

COBRA

If you and/or your dependents are participating in the Henry-Stark Counties Special Education District's health or dental benefit plan, you may be eligible for COBRA if you leave the District or have a qualifying event. Please see your certificate of coverage for more information or contact the Henry-Stark Administrative Office.

Portability of Health Coverage

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for pre-existing conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage.

TRAVEL

Travel In-Region

Employees who are authorized by the Director to use their personal vehicles for official business shall be reimbursed the rate determined by the IRS for mileage relate to the performance of duties per the following: (1) traveling between assignments within Henry-Stark boundaries, or (2) traveling outside the Henry-

Stark boundaries for approved work-related travel. The rate shall be set on a fiscal year basis.

Travel Out-of-Region

All personnel will be reimbursed at the allowable IRS mileage rate for work-related mileage. All personnel must obtain prior approval for work related travel outside the region.

Allowable Expenses: Personnel may request reimbursement for the following expenses for travel outside of the region: tolls, parking fees, transportation, meals and overnight lodging. Receipts are required for: tolls (if possible), parking fees (if possible), lodging, registration fees and meals.

Reimbursement: Personnel will be reimbursed for approved expenses after submitting the Request for Travel/Conference form showing actual expenses and including the necessary receipts. Daily meal charges are not to exceed \$60.00 including server gratuities. Geographic location will be taken into consideration if \$60.00 is exceeded.

Unallowable expenses: The following items are considered to be personal in nature; therefore, generally not chargeable to Henry-Stark Counties Special Education District: barber, shoeshine, personal entertainment, insurance on personal property, travel insurance, cost of personal credit cards, charges incurred as a result of third-party misuse of lost credit cards, purchases of clothing or toiletries, loss of personal property, loss of personal funds, tickets or cash advances, fines for traffic violations, damages to employees' car, cost of circuitous or side trips for personal reasons, living expenses applicable to day by which the duration of a trip is extended for personal reasons, laundry and valet charges on trips of short duration, gifts to employees, maintenance or repair of personal property (home grounds, etc.) while away from headquarters. When accompanied by a spouse, absolutely no expense incurred by the spouse is reimbursable. Employee shall be reimbursed for sleeping accommodations at a single room rate.

Conference/ Workshop Attendance and Reimbursement

Personnel must have prior approval for attendance at conferences and workshops from the Director or a designee in order to be eligible to attend and receive reimbursement. Staff members will be reimbursed for only approved conference workshop expenses.

For forms and details, refer to the Henry-Stark Counties Special Education District Policy #46 Manual Article VI.

ABSENCES FROM WORK

Attendance and Tardiness

All employees are expected to be at work unless they have timely requested proper use of earned and available sick leave, personal leave or vacation time, if appropriate. Employees are expected to arrive at work and leave work at their scheduled times unless prior approval has been given by a supervisor.

Sick Leave

Fifteen (15) days sick leave shall be granted to each full-time employee (working at least a nine [9] month contract). Thirty (30) days sick leave shall be granted to each full-time employee (working at least nine [9] month contract) after twenty four (24) years of service to the District. Part-time employees shall receive pro-rated sick leave. Sick leave days shall be allowed to accumulate to a maximum of 360 days and days used for this purpose shall be charged against the total. The provision in the second sentence of this sub-paragraph, providing for 30 sick leave days shall expire on the last day of the collective bargaining agreement, and the number of sick leave days in the second sentence shall revert to twenty-five (25) days.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness in the immediate family or household. "Immediate family" shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, aunts and uncles, and legal guardians. The Board may require a physician's certificate by a Board appointed physician as a basis for pay during leave after an absence of three (3) days for personal illness or as it may deem necessary in other cases and shall retain an excellent rating in attendance.

The District will keep each employee informed of the current status of his/her sick days. This will be reported on the employee's paycheck stub.

When less than a full day of sick leave is taken, it shall be recorded in increments of not less than one-fourth of a work day.

Under law, employees may be granted additional service credit for earned and accumulated unused sick leave under TRS and IMRF. The conditions under which additional service credit is earned is determined by TRS and IMRF.

It is the responsibility of the staff member to notify the Henry-Stark Counties Special Education District office each day when taking sick leave, in addition to each building of assignment that would be affected by the staff member being absent. Upon initial employment or change of building(s) of assignment, the employee should check with the building principal(s) as to individual school's procedures when taking sick leave. This notification should occur on or before

the employee is scheduled to arrive at his/her first appointment or assigned school for that day. Employees who are leaving work for reasons of illness during the work day should notify the above referenced offices prior to their departure and/or no later than the end of the work day. If proper notification of sickness is not provided, deductions from pay and other disciplinary action, including termination, may occur.

Eligibility of New Employee

To be eligible for sick leave, the employee must have qualified for the position by fulfilling all requirements of the District, including the physical examination and the tuberculin test, and shall have filed with the Henry-Stark Counties Special Education District office the results of such examinations. Sick leave for a new employee shall become effective on the first day of employment, provided that the employee has reported for duty.

Personal Time

Upon notification to the Director's office up to two (2) personal days annually may be granted employees for the purpose of handling important business or personal obligations which the employee cannot reasonably be expected to deal with on other than school time or a school day. Notification for such leave shall be given to the Director at least (5) days in advance, whenever possible. Any decision of the Director to deny or grant approval shall be non-precedential. Personal time shall not be taken on a day preceding or following a holiday without prior approval of the Director or designee.

Employees may accumulate up to four (4) personal days. Upon reaching the maximum number of personal days, any personal days remaining shall be converted to sick leave on July 1st. Employees requesting to use 3-4 consecutive days of personal leave shall submit a request to the Director at least five (5) days in advance. Any decision of the Director to deny or grant approval shall be non-precedential. Such personal time shall not be used on a day preceding or following a holiday.

When less than a full day of personal leave is taken, it shall be recorded in increments of not less than one-fourth of a work day. Notification for such leave shall be given to the immediate supervisor, as well as the Henry-Stark Counties Special Education District Office, at least twenty-four hours in advance, whenever possible.

The Director shall have the right to deny personal leave requests if the same is necessary to accomplish duties and responsibilities. The request must be submitted to the Director in writing with an explanation as to why the personal day is being requested. Any decision of the Director to deny or grant approval shall be non-precedential.

Personnel employed less than full-time will receive hours of personal leave determined by prorating the employee's percentage employment by the full-time equivalency of his/her responsibility days/hours.

Vacation

Henry-Stark Counties Special Education District employees are eligible for vacation based on the Henry-Stark Counties Special Education District Policy #46 Manual Article 7.3. Employees are required to request use of vacation time a minimum of one week in advance and approval for such leave will be by the Director.

Full-time 12 month office personnel are eligible for vacation as set forth below:

.5-1 years	5 days allowed
2-9 years	10 days allowed
10... years	15 days allowed

Jury Duty/Subpoenaed Staff

An employee who is serving on a jury, or an employee who is subpoenaed to appear in a matter in which said employee is not a party or party of interest, during his/her working hours, shall receive his/her full salary for the time served on the jury or subpoenaed to appear in court, surrendering to the Cooperative all payments received as juror, less payments for non-duty days, mileage allowance, meal allowance and parking fees.

Legal Holidays

Henry-Stark Counties Special Education District employees are expected to follow the legal holidays indicated on the Henry-Stark Counties Special Education District #801 calendar. An exception to this rule is if an employee is assigned to a single district. In this instance, the employee will follow the legal holidays designated in the calendar of that district.

School Holidays

12 month office personnel shall suffer no loss of pay due to a holiday. The school holidays are specified on the approved annual calendar of the Henry-Stark Counties Special Education District #801

Henry-Stark Counties Special Education District Personnel Policy #46 Manual, Rules and Regulations Implementing Personnel Policy #46 Article VII, Appendices 7-A, 7-B

WORK RELATED INJURY OR ILLNESS

An employee suffering a work related injury or illness will notify his/her immediate supervisor at the time of incident. Within twenty-four hours of experiencing a work related injury or illness, the employee is required to file a workers' compensation incident report by contacting the Henry-Stark Counties Special Education District Employee Benefits Manager at 309/852-5696. The workers' compensation incident report will require the employee to provide specific information regarding the incident, i.e. nature of illness/injury, date, time, and place of incident, witnesses (if applicable), and other related details.

Henry-Stark Counties Special Education District Personnel Policy #46 Manual, Rules and Regulations Implementing Personnel Policy #46 Article VIII.

FAMILY AND MEDICAL LEAVE POLICY

Pursuant to the Family and Medical Leave Act (the FMLA), any employee who has been employed by the Governing Board for at least 12 months, and who has worked at least 1,250 hours during the preceding 12 months, shall be entitled to an unpaid leave of absence of up to 12 work weeks during a 12-month period provided, that he or she has satisfied the requirements contained in the FMLA and Executive Board Policy IX. During such leave the Governing Board will continue to contribute to the cost of the employee's health plan the contribution made by the Governing Board prior to the plan.

Family and Medical Leave is available to eligible employees in these circumstances only:

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

Foreseeable Leave

An employee shall provide 30 days notice to the Director before a foreseeable FMLA leave is to begin based upon an expected birth, placement for adoption, foster care, or planned medical treatment for a serious health condition of the employee or a family member. If 30 days notice is not practicable due to lack of knowledge, a change in circumstances, or medical emergency, notice shall be given as soon as practicable. The employee shall advise the Director as soon as possible if dates of scheduled leave change, are extended, or were initially unknown. If the request is for an intermittent leave or leave on a reduced

schedule basis, the employee shall also advise the Director of the reasons why the leave schedule is necessary, and of the schedule for treatment.

When planning medical treatment that necessitates FMLA leave (including intermittent leaves and reduced schedule leaves), the employee shall make a reasonable effort to schedule leave so as not to disrupt Henry-Stark Counties Special Education District operations unduly, subject to the approval of the health care provider. Accordingly, employees shall consult with the Director prior to scheduling such treatment in order to work out a treatment schedule which best suits the needs of both the Henry-Stark Counties Special Education District and the employee.

Non-Foreseeable Leave

When the need for leave or its approximate timing is not foreseeable, an employee shall give notice to the Director of the need for FMLA leave as soon as practicable under the facts and circumstances of the particular case.

Additional Notice Requirements

The notice requirements for FMLA leave are in addition to any other notification requirements for other leaves. However, failure to comply with such other notification requirements does not prohibit the granting of FMLA leave.

Notice to Employee

Upon the employee's request for leave, the Director or designee shall provide a response to the employee giving notice of the employee's FMLA rights and obligations.

Failure to Provide Notice

If an employee fails to provide thirty (30) days notice for foreseeable leave with no reasonable excuse for the delay, the Director may deny the taking of FMLA leave until at least 30 days after the employee provides notice of the need for FMLA leave.

Initial Medical Certification

An employee seeking FMLA leave for the serious health condition of the employee or a family member shall be required to provide medical certification within fifteen (15) calendar days of the Director's or designee's request for medical certification unless it is not practicable under the particular circumstances to do so, despite the employee's diligent good faith efforts. In most cases, the Director shall request medical certification within two business days of the employee's request for leave, if such leave was foreseeable,

otherwise, the Director shall request medical certification shall be in substantially the same form as the sample provided in Appendix 9-B of the Rules and Regulations Implementing Governing Board Personnel Policy #46.

Additional Medical Certification

When the Director has reason to doubt the appropriateness of the leave or its duration, as specified on the initial medical certification submitted by an employee, the Director may request the employee to obtain a second opinion from a health care provider designated by the Director at the Governing Board's expense. The Governing Board may not regularly contract with or otherwise utilize the services of the health care provider furnishing the second opinion unless no more than one or two local doctors practice in the relevant specialty. In the event that the two opinions differ, the Director may require the employee to obtain certification from a third health care provider jointly selected by the Director and the employee, at the Governing Board's expense. The opinion of the third health care provider shall be final. Pending receipt of the second (or third) medical opinion, the employee is provisionally entitled to the benefits of FMLA, including maintenance of group health insurance benefits.

The Director may request re-certification at the employee's expense at any reasonable interval, but not more often than every 30 days, unless:

- (a) the employee requests an extension of leave (except for pregnancy, chronic or permanent/long-term conditions under continuing supervision of a health care provider);
- (b) a significant change in circumstances described by the previous certification occurs;
- (c) the Director receives information that casts doubt upon the employee's stated reason for the absence or the continuing validity of the leave; or
- (d) the employee is unable to return to work after the leave due to a serious health condition.

As a condition of restoring an employee whose own serious health condition requires him or her to take regular (as opposed to intermittent) FMLA leave, the Director may require the employee to provide medical certification that the employee is able to resume work. Such request shall be required whenever a question exists about the employee's ability to perform the essential functions of the job, based upon and in accordance with any uniform Governing Board policy on fitness-for-duty.

Failure to Provide Medical Certification

If an employee fails to provide the requested medical certification, the Director may delay the leave itself, delay continuation of the leave, or delay reinstatement until the appropriate certification is provided.

When an employee requests FMLA leave in writing, the employee shall be provided notice within one or two business days, if feasible, detailing the specific expectations and obligations of the employee and explaining any consequences of a failure to meet these obligations. The specific notice should include as appropriate (Appendix 19-D of the Rules and Regulations Implementing Governing Board Personnel Policy #46).

1. That the leave will be counted against his/her annual FMLA leave entitlement;
2. Any requirements for the employee to furnish medical certification of a serious health condition and the consequences of failing to do so;
3. The employee's right to substitute paid leave (if applicable) or whether the Governing Board requires the substitution of paid leave, and the conditions related to any substitution;
4. Any requirement for the employee to make any premium payments to maintain health benefits, and arrangements for making such payments, and the possible consequences of failure to make such payments on a timely basis;
5. That the employee will be required to present a fitness-for-duty certificate to be restored to employment if there is a question regarding the employee's ability to perform the essential functions of the job;
6. Their status as a "key employee" and the potential consequences that restoration may be denied following FMLA leave, explaining the conditions required for such denial.
7. The employee's right to restoration to the same or equivalent job upon return for leave; and
8. The employee's potential liability for payment of health insurance premiums paid by the employer during the employee's unpaid FMLA leave if the employee fails to return to work after the FMLA leave.

Intent to Return to Work

The Director shall require an employee on FMLA leave to report periodically concerning the employee's status and intent to work.

DEFINITIONS

A. Instructional Employees

An Instructional Employee is an employee whose principal function is to teach and instruct students in a class, a small group, or an individual setting. In addition to teachers, the term includes athletic coaches, driving instructors, special education assistants such as signers for the hearing impaired, therapists, and teacher aides whose principal job is actual teaching or instructing. Counselors, psychologists, curriculum specialists, teacher assistants or aides who do not have as their principal job actual teaching or instructing, cafeteria and maintenance workers, and bus drivers are excluded.

B. Key Employees

A key employee is a salaries employee who is among the highest paid 10 percent of all salaried and non-salaried employed within 75 miles of the employee's worksite.

C. Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves one of the following:

Inpatient care (an overnight stay) in a hospital, hospice or residential medical care facility, including any period of incapacity (inability to work, attend school or perform other regular daily activities due to the serious health condition, its treatment or recovery) or any subsequent in connection with such inpatient care; or

Continuing treatment by a health care provider, including any one or more of the following:

A period of incapacity as defined above of more than three (3) consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves:

Treatment two or more times by a health care provider, a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under orders of or on referral by a healthcare provider; or

Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment.

Any period of incapacity due to pregnancy or prenatal care.

Any period of incapacity or treatment for such incapacity due to a chronic serious health condition which:

Requires periodic visits for treatment by a health care provider, nurse or physician's assistant under a health care provider's direct supervision;

Continues over an extended period of time; and

May cause episodic rather than a continuing period of incapacity, such as asthma, diabetes or epilepsy.

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, such as a severe stroke or the terminal stages of a disease.

Any period of absence to receive multiple treatments (including any period of recovery) by a health care provider whether for restorative surgery after an accident or other injury, or treatments such as chemotherapy, physical therapy or dialysis, for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment.

D. Undefined Terms

All terms not specifically or fully defined in the Policy or its Rules and Regulations shall be defined by the FMLA and its implementing regulations.

For forms and details, refer to Henry-Stark Counties Special Education District Policy #46 Manual Article IX and Rules and Regulations Implementing Personnel Policy #46, Appendices 9-A, 9-B.

LEAVE WITHOUT PAY

Leave of absence without pay of duration no longer than one year may be granted by the Executive Board upon recommendation from the Director for such purposes as education, travel, leaves for personal illness or serious illness in the immediate family or household, child rearing child birth, and adoption. However, employees are not required to exhaust sick leave, personal leave or vacation leave before requesting, or being placed on unpaid leave.

Leaves of absence without pay shall be of the shortest duration possible, consistent with the scheduling needs of the education program and the Cooperative. When possible, leave of absence shall be coordinated with natural

breaks in the educational process, such as the beginning or end of semester, for employees who deliver direct educational services.

An employee who desires to request a leave of absence without pay shall request the same of the Director in writing. Those leaves of duration of three months or fewer, with commencement and return dates approved by the Director shall not require approval of the Executive Board.

For details, refer to the Henry-Stark Counties Special Education District Policy #46 Manual Article X.

TEMPORARY AND PERMANENT DISABILITY

Both The Teachers Retirement System and Illinois Municipal Retirement Fund provide income for temporary disability. Employees under these retirement systems may become eligible for those disability benefits. Those benefits are established by law and administered by the retirement systems, and not the Henry-Stark Counties Special Education District.

An employee who suffers a work-related injury may also become eligible for benefits under Workers Compensation law. To ensure proper handling, it is important that any employee who suffers a work-related injury report the same immediately to the employee's supervisor.

DISCIPLINARY PROCEDURES

Discipline for remediable offenses or remediable violations of work rules may be imposed progressively by the Director in the form of oral warning, written warning and suspension without pay of up to three days. Suspension without pay for up to ten days or demotion may be imposed by the Executive Board.

In ordinary and minor cases the initial step shall be oral warning. In other situations, including but not limited to employees using, possessing, or being under the influence on the job of alcohol, illegal drugs, lying to the employer about job related activities, fighting or other violence, stealing or otherwise obtaining unauthorized control over the property of others in relation to work, or violations of criminal law, the employee shall be, in the discretion of the Governing Board, subject to immediate discharge, without lesser forms of discipline first being imposed.

The Director may remove an employee from employment duties with pay and benefits during investigation of possible employee wrongdoing. Such removals, which will be called "administrative leave" are not discipline, and are not subject to just cause review.

The Association may seek review of discipline in the form of suspension without pay, demotion or discharge via the grievance process. Non-probationary educational support personnel may be suspended without pay, demoted or discharged only for just cause.

The "Just Cause" standard applies only to decisions of the employer to suspend or discharge an educational support employee without pay.

TENURE

Full time certificated employees may enter upon "contractual continued service," commonly called tenure. Under current law, full-time certificated employees who are continuously employed for four consecutive school years by Henry-Stark Counties Special Education District enter upon tenure. Tenure is granted by law, not action of the Governing Board. Under applicable law, part-time certificated employees cannot acquire tenure. The policies of the Henry-Stark Counties Special Education District regarding tenure shall be consistent with *The School Code of Illinois*, Sections 22.24-11.

EQUAL EMPLOYMENT OPPORTUNITY

It is the employment policy and practice of the Henry-Stark Counties Special Education District to comply with all federal and state employment laws. Henry-Stark Counties Special Education District is an equal opportunity employer and does not discriminate on the basis of race, age, marital status, color, creed, religion, sex, national origin, ancestry, citizenship status, arrest record, being a victim of domestic or sexual violence, mental or physical handicap or disability, (if otherwise qualified), use of lawful products during non-working hours, military status or unfavorable discharge from military service or other unlawful basis in the hiring, promotion, firing, pay or privileges of employment.

MINORITY RECRUITMENT AND HIRING

The Executive Board shall recruit and hire minority personnel for the Henry-Stark Counties Special Education District, including teachers, other certificated employees and non-certificated employees, in accordance with the requirements of Section 10-20.7a of *The School Code of Illinois*.

TOBACCO USE ON HENRY-STARK COUNTIES SPECIAL EDUCATION DISTRICT PROPERTY

Henry-Stark Counties Special Education District prohibits the use of tobacco on Henry-Stark Counties Special Education District property. "Tobacco" includes cigarettes, cigars, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

DRUG AND ALCOHOL-FREE WORKPLACE

Henry-Stark Counties Special Education District shall maintain a drug and alcohol-free workplace on all school premises and in all Henry-Stark Counties Special Education District activities. All employees must abide by the terms of the Drug and Alcohol Free Workplace policy as a condition of employment in the Henry-Stark Counties Special Education District. Any employee found to be in violation of this policy shall be subject to discipline under existing employee disciplinary policies and procedures.

For details refer to the Henry-Stark Counties Special Education District Policy #46 Manual Article XVIII. Appendices 17-A, 17-B.

GRIEVANCE

Students or their parents, employees or community members may file a complaint in accordance with this grievance procedure if they believe that the Executive Board, its employees or agents has violated their rights guaranteed by the state or federal constitution, state or federal statutes or Governing Board Policy. This grievance procedure does not pertain to grievances arising under collective bargaining agreement.

The following individuals are Henry-Stark Counties Special Education District Complaint Managers and may be contacted as follows:

Director of Henry-Stark Counties Special Education District, PO Box 597, Kewanee, IL 61443-0597, 309/852-5696 or 866/396-4555 toll-free.

Chairman of the Executive Board, Henry-Stark Counties Special Education District, PO Box 597, Kewanee, IL 61443-0597, 309/852-5696 or 866/396-4555 toll-free.

A copy of this Governing Board Policy and implementing Rules and Regulations shall be distributed to each employee annually.

For forms refer to the Henry-Stark Counties Special Education District Personnel Policy #46 Manual, Article XVIII. Rules and Regulations Implementing Personnel Policy #46.

SEXUAL HARASSMENT

It is the policy of the Henry-Stark Counties Special Education District that sexual harassment of employees of the Henry-Stark Counties Special Education District and students served by the Henry-Stark Counties Special Education District shall not be permitted.

Definition

Any unwelcome sexual advances or requests for sexual favors of any 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, education, or related activities; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

A copy of the Executive Board Policy and implementing Rules and Regulations shall be distributed to each employee annually.

For forms and details, refer to the Henry-Stark Counties Special Education District Policy #46 Manual Article XIX.

NON-DISCRIMINATION ON THE BASIS OF DISABILITY

It is the policy of the Executive Board of Henry-Stark Counties Special Education District not to discriminate on the basis of disability in access to, use of, or employment in its programs, services or activities.

For forms and details, refer to Henry-Stark Counties Special Education District Policy #46 Manual Article XX.

SCHOOL VISITATION POLICY

It is the policy of the Executive Board to afford its employees leave time to attend school conferences or classroom activities related to the employee's child consistent with the provisions of the *School Visitation Rights Act*.

Before an employee is eligible to take school visitation leave, the employee must first exhaust all accrued vacation, personal and compensatory leave, or any other leave available to the employee, with the exception of sick leave and disability leave.

Employee

Employee means a person: (1) who has worked for the Henry-Stark Counties Special Education at least six (6) consecutive months immediately preceding a request for school visitation leave; and (2) who works, during those six (6) months, an average number of hours per week equal to at least one-half (.5) of a full-time equivalent position as defined by the Henry-Stark Counties Special Education District.

Eligible Henry-Stark Counties Special Education District employees will be granted up to a total of eight (8) hours during any school year, no more than four (4) hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours.

School visitation leave shall not be granted to an employee if allowing such leave would result in more than five percent (5%) of the Henry-Stark Counties Special Education District's work force, or five percent (5%) of Henry-Stark Counties Special Education District work force shift, taking school visitation leave at the same time.

For forms and details, refer to Henry-Stark Counties Special Education District Policy #46 Manual Article XXI. Rules and Regulations Implementing Personnel Policy #46 Appendices 21A and 21B.

REVIEW OF PERSONNEL FILE

Except as otherwise provided in the Personnel Records Act, employees shall be permitted to inspect all or any part of their personnel records within three (3) working days of making such a request provided the request is made in writing on the form supplied by the District. If the District can demonstrate that it is unable to meet this deadline, the District shall have an additional three (3) days to comply. An employee may obtain a copy of the information or part of the information in the personnel record at or after the time provided for inspection. An employee seeking copies in excess of 10 pages will be charged a fee as determined by the Henry-Stark Counties Special Education District, not to exceed the fee to be established by the Governing Board on an annual basis.

The inspection of records shall take place at the Henry-Stark Administrative Offices during the normal business hours. The Cooperative may permit inspection at another time or place more convenient to the employee upon decision of the Director. The Cooperative may have an agent present during review. If the employee demonstrates that he/she is unable to review the records at the district office, the Cooperative shall, upon written request, mail a copy of the record to the employee. The Cooperative may require the employee to pay for the costs of mailing.

Access. An employee has the right of access to records and the opportunity to submit a statement in the event of disagreement with any information included in records;

Notice. An employee is provided advance notice of information in records if used in a personnel action not favorable to the employee; and

Confidentiality. Dissemination of data will be monitored so that only those parties receive it who are authorized by the employee, approved administratively, or legally warranted.

A supervisor may maintain a file of relevant notes, that may be shared with the employee that concerns an employee's work, for purposes of improving or correcting the employee's performance. These are not official records, but they may be incorporated into the official personnel file with notification to the employee.

If personnel records are used in an adverse personnel action, the employee may challenge or respond to them in writing and a copy of any statement made by the employee must be attached to the notes.

If there is reason to believe that an employee is engaged in criminal activity or other activities that may result in disruption of Henry-Stark Counties Special Education District activities, or that of its students or member school districts, investigatory material may be placed in the official personnel file upon completion of the investigation.

Current employees, employees on leave or layoff, and employees who have been terminated within the preceding year have the right of access to their personnel files maintained by the Assistant to the Director.

If an employee's work site is located far from where personnel files are maintained or an employee is not able to come to the location where such files are kept, the request may be satisfied by providing a copy of the file to the employee.

- Letters of reference;
- Any portion of a test document, except cumulative total test scores for either a section of or the entire test document; materials used for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, promotions, and job assignments or other comments or ratings used for planning purposes;
- Personal information concerning an individual other than the employee, if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy;

For forms and details, refer to Henry-Stark Counties Special Education District Policy #46 Manual Article XXII. Rules and Regulations Implementing Personnel Policy #46 Appendices 22-A and 22-B.

COMPUTER SYSTEM USE

The Henry-Stark Counties Special Education District Computer System was established to support the delivery of specialized education services for students with disabilities who reside in the member school districts of the Henry-Stark Counties Special Education District. Henry-Stark Counties Special Education District Computer System does not constitute a public forum. The Henry-Stark Counties Special Education District reserves and retains the right to regulate the content of and links to the Henry-Stark Counties Special Education District Computer System. The Henry-Stark Counties Special Education District also has the right to and does monitor use of its Computer System. Users of the Henry-Stark Counties Special Education District Computer System do not have any expectation of privacy in connection with such use.

The "System" includes all computer hardware and software owned, leased, licensed or operated by the Henry-Stark Counties Special Education District, including, but not limited to, Henry-Stark Counties Special Education District electronic mail; the Henry-Stark Counties Special Education District web site, Henry-Stark Counties Special Education District Internet accessed through computer hardware and/or software owned, leased, licensed or operated by the Henry-Stark Counties Special Education District "Use" of the System shall include use of or obtaining access to the System from any computer terminal whether owned or operated by the Henry-Stark Counties Special Education District. Any employee who uses computer hardware and/or software owned, leased, licensed or operated by a member district shall comply with all policies, regulations, rules, and/or guidelines of the member district governing such use, and shall also comply with Henry-Stark Counties Special Education District policy and these Implementing Rules and Acceptable Use Guidelines during such use as if the employee were the Henry-Stark Counties Special Education District System.

Employees must submit a signed Authorization for Access form before being granted access to the System.

For forms and details, refer to the Henry-Stark Counties Special Education District Policy #46 Manual Article XXIII. Rules and Regulations Implementing Personnel Policy #46 Appendix 23-A.

TELEPHONE USE

Use of Henry-Stark Counties Special Education District telephones for personal business should be kept to a minimum.

REQUISITION OF SUPPLIES, MATERIALS AND SERVICES

Personnel wishing to request supplies, materials and equipment must complete a purchase requisition form and submit it to Henry-Stark Counties Special

Education District Office. All purchases require prior approval of the Director. Failure to obtain approval prior to any purchase may result in non-reimbursement.

For forms and details, refer to Henry-Stark Counties Special Education District Policy #46 Manual Article XXIV. Rules and Regulations Implementing Personnel Policy #46 Appendix 24-A.

STUDENT POLICIES

Henry-Stark Counties Special Education District personnel shall adhere to the policies of the member district to which they are assigned for any student matter.

CHRONIC COMMUNICABLE DISEASE

An employee who has a chronic infectious disease or is a carrier of an infectious disease shall be permitted to retain his or her position and all job responsibilities whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others. An employee who cannot retain his or her position or job responsibilities shall remain subject to the Executive Board's employment policies, including, but not limited to, sick leave, physical examinations, temporary and permanent disability and termination.

Confidentiality

The medical condition of an employee who has a chronic infectious disease shall be disclosed only to the extent necessary to minimize the health risks to the employee and others.

For details, refer to the Henry-Stark Counties Special Education District Policy #46 Manual Article XXVII.

LOST OR STOLEN PERSONAL ITEMS

All employees must be responsible to manage their own personal items. Henry-Stark Counties Special Education District is not responsible for any lost or stolen personal items.

PERSONAL USE OF MUSIC

Personal use of music is allowed only if it does not disturb the work of other employees. Use of personal music in open office areas is allowed only with the use of headphones. It is important to always be respectful of other employees.

STANDARDS OF CONDUCT FOR ALL EMPLOYEES

Whenever people gather to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. Some people have problems with “rules” and “authority figures,” and past experience may have justified these thoughts and feelings; however, we must hold ourselves to a high standard of quality, so that students are encouraged to learn to the limits of their abilities, and we will be proud of our service to member school districts. Standards of conduct assure that students and employees have a safer, more effective, more efficient place to learn and work.

As an employee, you have a responsibility to Henry-Stark, its member school districts, parents, students, taxpayers, and to your fellow employees to adhere to certain standards of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary, and to protect you and others from persons who act in a way that is harmful to Henry-Stark, its employees, members school districts or others.

Generally speaking, we expect each employee to act in a mature and responsible way at all times. When each person is aware that he or she can fully depend upon fellow workers to follow the rules of conduct, then our school district will be a better place to work, and a better place for students to learn. It is impossible to have a standard that applies to each and every situation. If you have any questions concerning any work or responsibility, you are encouraged to raise the issue with your supervisor to clarify the situation.

The Director and/or immediate supervisors shall provide and review all rules with new employees, annually review all rules with employees, and document such rule review with employees by name and date. It shall be the duty of each employee to read, understand, and apply all standards. If you do not understand a standard of conduct, or how it would apply to a particular circumstance, you are welcome and encouraged to speak to your supervisor.

1. No employee or applicant shall falsify qualification, employment history, or other information related to employment qualification or ability.
2. An employee shall call in before the assigned starting time when ill, and shall not engage in unauthorized absence. The procedure is found in the Employee Handbook, Absences from Work – Sick Leave.
3. No employee shall make improper use of leave days, such as sick leave or personal leave.
4. An employee who has an illness or injury which prevents the employee from working, and whose sick leave or other leave is exhausted, must apply to the Director in writing for a leave of absence. Any employee who fails to apply for a leave upon exhaustion of sick or other available leave

within 7 days of exhaustion of such shall be deemed absent without leave, and subject to discharge.

5. Each employee shall report to work at the time assigned, and continue assigned duties throughout the workday, except as are permitted for breaks.
6. Employees are not to take extra breaks or breaks in excess of those authorized.
7. Employees shall promptly attend to work assigned, and complete such work in a timely manner.
8. No employee shall falsely report work time, or records related to the work performed by themselves, or others.
9. Employees shall not engage in, while at school, at its sponsored events or during working hours, personal dress or grooming which causes, or the Director or Coordinator reasonably anticipates will cause interference with the educational process or the work of other employees. Examples include wearing of apparel which is sexually revealing, or apparel which promotes use of drugs, or alcohol, or engaging in other behavior which is contrary to the stated curriculum or employee policies of the district in which the employee works.
10. Employees shall not engage in unauthorized use of Henry-Stark or member school district equipment, including but not limited to, telephones, photocopying or duplicating equipment, computers, tools, motor vehicles, fuel and the like.
11. Employees shall not engage in solicitation or distribution of any kind (irrespective of whether for charitable, political, commercial or other purposes) during working time, defined as the time the employee is actually assigned to engage in work, but not including meal time, break time or other time in which the employee is present but not required to be working. Likewise, employees are not prohibited from engaging in activity protected by the Illinois Educational Labor Relations Act.
12. Employees shall not have or make unauthorized use of or be in possession of Henry-Stark or member school district keys.
13. Employees shall be truthful to the Director, the Executive Board and Governing Board in regard to matters concerning employment, or related to the employee's work duties. No employee shall knowingly and intentionally withhold information necessary for the proper performance of another employee's work.

14. Employees shall not falsify documents related to Henry-Stark or its educational activities.
15. Employees shall not make false claims for insurance or any other benefits.
16. No employee shall misrepresent to any person the extent of that employee's job authority, or purport to act on behalf of Henry-Stark or a member school district when not authorized to do so. No employee shall incur expenses or enter into contracts on behalf of the Henry-Stark or a member school district without authority to do so.
17. No employee may smoke or otherwise use tobacco on Henry-Stark or any school district property or while engaged in work.
18. No employee shall work when under the influence of any intoxicating liquor or drug, except medication as prescribed by a physician for that employee. Even in case of use of a medication prescribed by a physician, no employee shall operate any equipment, machine or vehicle when unable to do so in a safe and alert fashion. No employee shall conceal or maintain any intoxicating liquor or illegal drug in or on any school property or at any school-sponsored activity. No employee shall consume alcoholic beverages on any workday at any time between the beginning and end of his/her workday. No employee shall work bearing the odor of alcohol or drugs, such as marijuana. This rule shall not prohibit an employee bearing the odor of alcohol when the employee is called or recalled to work at an unexpected time.
19. No employee may bring onto Henry-Stark or other school property, or at any education activity, or activity related to employment any firearms, ammunition, explosive, fireworks, or other substance or device likely or capable of causing harm to persons or property. This does not prohibit science experiments within the curriculum.
20. No employee shall, on any work day, at any time between the beginning and end of his/her work assignment, engage in acts which are dangerous to the property of the district, students, other employees, parents, other employees, or the health, safety, or welfare of students, other employees, or parents. This rule shall not be deemed violated by accidental acts which are not intended by the employee; but employees shall act with prudence and caution at all times.
21. No employee shall engage in any activity during non-school hours, which intentionally cause injury or harm or attempts to cause injury or harm to other employee, children, their property, Henry-Stark or school district property. An employee who commits any felony offense or other criminal

acts involving substantial risk of harm to other persons or property, or criminal dishonesty in respect to Henry-Stark or its member school districts may be unsuitable for employment, and may be subject to possible discharge.

22. Each employee shall report any work-related injuries immediately to his/her supervisor.
23. Employees should report to the immediate supervisor damaged or broken equipment or other property related to his employment responsibilities. If the damaged or broken equipment creates a safety hazard, the employee should take reasonable safety precautions and notify the building principal (school district of assignment) or the Director as soon as possible.
24. The loss of driving rights or privileges for any position requiring a current driver's license may be cause for dismissal. An employee whose position requires the employee to drive must advise the District of lost or restricted driving privileges. No employee may drive a vehicle related to Henry-Stark employment when his or her driving privileges have been suspended or revoked.
25. The loss of, failure to maintain any certificate, license or other document issued by any governmental entity or office necessary or required for the employee's position shall be cause for dismissal.
26. No employee may use, take or retain Henry-Stark or its member school districts property for personal use, except to the extent it may be specifically authorized by the collective bargaining agreement, or Governing Board policy. No employee has authority to modify or waive this rule.
27. No employee shall fail to promptly deposit, report, or account for any monies or property of Henry-Stark, its member school districts, or others coming into the employee's control or related to the employee's work responsibilities.
28. No employee may hold or retain money or property of students, other employees of the Henry-Stark or its member school districts without express written consent of the Director or the Director's designee. This does not apply to teachers or other employees who temporarily hold or restrict the use of student property for the purpose of maintaining discipline.
29. No employee shall disclose student record information or the contents of a student file to any person except in the exercise of job responsibilities in furtherance of those responsibilities, or when permitted by the Illinois

School Student Records Act, or the Family Educational Right to Privacy Act. Employees who are uncertain of their responsibilities in any particular situation should seek clarification from their immediate supervisor or the Director.

30. No employee shall disclose the contents of any employee file to any person except in the exercise of job responsibilities, in furtherance of those responsibilities. Employees who are uncertain of their responsibilities in any particular situation should seek clarification from their immediate supervisor or the Director. This rule does not prevent access to an employee personnel file by an employee, or his authorized representative.
31. No employee may remove student or employee files from the building where they are maintained by Henry-Stark or a member school district without advance written authorization from the Director (records maintained by Henry-Stark) or the building principal (records maintained by a member school district).
32. Non-certified employees shall not discipline students, except as is authorized in writing. Employees shall not engage in corporal punishment of students. This includes, but is not necessarily limited to intentional infliction of bodily harm, slapping, paddling, or prolonged maintenance of students in physically painful positions. However, teachers may use reasonable force to maintain safety for other students, school personnel or persons or for the purpose of self-defense, or for the defense of property.
33. Fighting is prohibited, except employees may take reasonable steps to protect themselves from physical violence, and may reasonably restrain a student to protect the employee, another employee, other students, or district property. When a student's IEP calls for restraint of the student, the employee shall follow any IEP requirements.
34. Employees shall not engage in, while engaged in Henry-Stark employment, or at Henry-Stark sponsored events or during working hours, behavior which constitutes illegal discrimination in any form, including by way of example, sexual, racial, or religious harassment, or otherwise engaged in behavior which harasses, intimidates, unreasonably interferes with, or which constitutes gross disrespect for the rights of any person.
35. Employees shall not use profanity when speaking to parents, or students. Employees shall not argue in the presence of students. Discussion in IEP meetings and the expression of various opinions in the interest of the students without personal acrimony is expected and encouraged.

36. No employee shall engage in any sexual or romantic relationship with any students, whether or not during the school student year. Employees shall not make sexually suggestive remarks, or engage in sexual conduct or acts on or towards students.
37. Employee shall not, at any time, whether or not during working hours or whether or not on the business of the employer, aid, abet, solicit, or engage students, or any person under the age of 18, in any activity, which is illegal or sexual.
38. No employee shall release a child to a person other than the child's parents (or in case of divorce, the custodial parent) or other guardian, without advance approval from the parent, or the building principal to which the child is assigned.
39. Certificated and professional employees shall personally report evidence of child abuse or neglect to the DCFS hotline. No employee shall instruct or dissuade a certificated employee from making such report.
40. Convictions of any felony offense involving dishonesty or violence, or any offense which would have precluded an employee's initial employment as a matter of law or a conviction of substantially offenses from another jurisdiction shall be cause for dismissal.
41. Commission of any offense or a judicial finding of child abuse involving the willful infliction of harm upon a person under 18 shall be cause for dismissal.
42. It shall be the duty of each employee to be familiar with these rules. It shall be the duty of each immediate supervisor to provide and review all rules with new employees, to annually review all rules with employees, and to document such rule review for employees by name and date, but failure of the principal or supervisor to review the rules shall not constitute reason for an employee to fail to abide by any rule which the employee knew, or reasonably should have known.
43. No employee shall willfully refuse to obey reasonable written or oral instructions of a member of the administrative staff, or his or her immediate supervisor. No non-certified employee shall refuse to comply with reasonable written or oral instructions of a certified employee with whom the non-certified employee is assigned to work. No non-certified employee shall refuse to comply with the instructions of any certificated employee in any emergency situation.
44. No employee shall willfully refuse to obey the lawful policies, rules and regulations of the Governing Board, Executive Board or Director, or

attempt to do so. This rule does not prohibit activities permitted by the Illinois Educational Labor Relations Act.

45. Employees shall not engage in willful behavior, which interrupts the orderly process of Henry-Stark affairs, or affairs of a member school district. This rule does not prohibit activities permitted by the Illinois Educational Labor Relations Act.
46. Repeated minor incidents of misbehavior may be cause for discipline, and if other disciplinary measures have failed to deter the misconduct, may result in dismissal.
47. Employees shall immediately report to their immediate supervisor any conduct by other employees which knows, or has reasonable cause to know is dangerous to the health, safety, or welfare of students or other employees, including, but not limited to violation of these rules.
48. These rules may be supplemented from time to time by administrative rules. The Director and Coordinators are authorized to adopt such additional rules as may be necessary or convenient, consistent with these rules. However, violation of such rules shall not be cause for employee discipline until employees are notified of such rules. Unless impossible or impractical under the circumstances, administrative rules should be in writing and disseminated timely to all employees affected.
49. Outside employment or activities may not interfere with performance of job duties.
50. Employees may not accept rebates, gifts, gratuities, premiums or promotional materials from suppliers for personal use/gain without the permission of the Director, or his/her designee. Anything of value received by an employee associated with purchasing of school supplies, products, goods or services, such as samples or volume purchase premiums are to be used only for school purposes, and are to be disclosed to the administration.
51. While performing their work duties at Henry-Stark or its member school districts, employees shall not use the Internet, Henry-Stark or member school district computers to access material which is illegal, or which harasses, intimidates or in any other way intentionally interferes with the work or duties of any employee of Henry-Stark or a member school district.
52. Employees shall not abuse Henry-Stark or member school district's computers, networks, or Internet access such that damage or loss is caused to any person. Examples include intentionally disseminating

computer viruses, Trojan horses or other malware, using such computers and networks for “spamming,” or otherwise intentionally causing harm or wasting computer resources. Employees shall comply with Henry-Stark rules and the rules of the school district to which assigned regarding access and use of computers, networks and the Internet.

53. Employees shall not use Henry-Stark or member school district computers, networks or Internet access in such a way as to intentionally:
 - (1) Install, copy or transmit copyrighted material in violation of the copyright;
 - (2) Hide their identity;
 - (3) Defeat or circumvent computer or network security measures, including any Henry-Stark content filtering software;
 - (4) Use the log in name and password of another, or provide another the user’s login name and password;
 - (5) Access sexually oriented material unless directly necessary for the employee’s job duties in furtherance of those duties;
 - (6) Due to incompatibility issues and the risk of computer or network degradation, install programs on any computer except as specifically authorized.

ACKNOWLEDGEMENT OF RECEIPT OF THE
HENRY-STARK COUNTIES SPECIAL EDUCATION DISTRICT
EMPLOYEE HANDBOOK

It is the policy of the Henry-Stark Counties Special Education District to develop and maintain an Employee Handbook to serve as a primary medium of communication to inform personnel of approved procedures and practices now in effect.

The Henry-Stark Counties Special Education District reserves the right to change, cancel or modify the provisions of this handbook at its discretion.

I understand that the Henry-Stark Counties Special Education District Employee Handbook does not create an employment contract or if I am an at-will employee, alter my at-will status as an employee.

I have received a copy of the Henry-Stark Counties Special Education District Employee Handbook and will follow the procedures and practices stated herein during my employment with the Henry-Stark Counties Special Education District.

Signature of Employee

Date

Adopted: 10/20/05
Amended: 05/25/06
Amended: 12/07/06
Amended: 05/24/07
Amended: 08/16/07
Amended: 09/30/08