

COMMUNITY CONSOLIDATED SCHOOLS DISTRICT 168

Employee Handbook

2026-2027

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INTRODUCTION

This Employee Handbook is provided to help familiarize employees with the District's policies, programs and services. This handbook will answer many of your questions about District policies. It also highlights certain characteristics of employment at District 168 and summarizes some of the guidelines and expectations of the District. Note that additional details about the policies, procedures and benefits summarized in this handbook are contained in board polices, collective bargaining agreements and individual employment contracts where applicable.

This handbook is provided for general information only, and nothing in it is intended or should be interpreted as a binding contract or promise of any kind. Other handbooks, manuals or other guidelines may be provided by the administration, which may apply to specific positions. District 168 has the right to modify or eliminate the guidelines described in this handbook or any other handbook, manual or any other guidelines at any time, without prior notice. If a Board Policy referenced herein is amended, the Board Policy will control. District Board Policy Manuals are available at each District building library and on the District website. If provisions within this handbook conflict with provisions of a collective bargaining agreement that cover that employee's position, the provisions of the collective bargaining agreement control for that employee.

Please read the employee handbook carefully. Feel free to discuss with your Principal/Supervisor any questions you may have regarding the information contained in this handbook or your employment in general. If you need additional information, you may contact the District office to be routed to the appropriate department.

In this handbook, the terms "District 168" or "District" refers to Community Consolidated Schools District 168.

Employees are an integral and valued part of District 168's continued success. As such, the District's expectation is all employees strive to honor the following professional values.

- **Integrity:** We are committed to integrity in all that we do, always and everywhere.

- **Respect:** We respect every individual. We draw strength from equal opportunity and diversity, at the same time supporting personal growth and development. We value and we all benefit from the inclusive spirit of each individual.

- **Teamwork**: Teamwork is the essence of our ability to succeed as a school district. Our overriding loyalty is to the good of the whole organization, requiring us to learn from each other and to share our skills and resources for the education of the children we serve.

- **Professionalism:** In service to the parents, community and children we are committed to the highest standards of professionalism, pursuing innovation, deploying imagination, open to new ideas and acting decisively and consistently. We are determined to deliver outstanding service so that our relationships with our students and parents remain close and enduring.

Ultimately the children's education is the reason we are here and all our efforts need to be centered to the goal of what's best for educating our children.

DIVERSITY VISION STATEMENT

The Board and Administration of District 168 believe in the value of a diverse workforce. Embedded in each of our values is recognition of and appreciation for the diverse ethnic, cultural and varied perspectives that each employee contributes to the overall success of the District.

We are committed to ensuring an atmosphere of fair and equitable treatment of every person. We know that we can achieve success only when we maintain a workplace atmosphere where all staff and students are comfortable and are given the opportunity to do their very best.

We encourage diverse points of view that lead to consensus and contribute to the achievement of our goals. The success of our District depends on the success of each employee. We value and celebrate our differences.

GENERAL PERSONNEL

Equal Employment Opportunity and Minority Recruitment

Board Policy Reference: 5:10

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; order of protection status; 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; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130.

Americans with Disabilities Act

Employees seeking to request a reasonable accommodation for a reason related to a medical condition or disability should contact Human Resources.

Whom to Contact with a Report or Complaint

Complaint Manager: **Dr. Jennifer Camilleri** **Complaint Manager:** **Dr. Stephanie Jones**

Workplace Harassment Prohibited

Board Policy Reference: 5:20

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited

Sexual harassment is illegal under both federal and Illinois law. The School District shall provide a workplace environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Sexual harassment is defined as any unwelcome sexual advances ,requests for sexual favors, or 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; (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, but is not limited to, verbal, physical, or other conduct.

Examples of sexual harassment include cases where a qualified individual is denied employment opportunities after rejecting a supervisor's sexual advances or requests for sexual favors. Another example is when an individual is subjected to unwelcome sexual conduct by co-workers because of his or her gender which makes it difficult for the employee to perform his or her job. Other examples include, but are not limited to, sexual innuendos, obscene gestures, viewing pornographic materials, and touching.

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.

Making a Complaint; Enforcement

The harassing employee will be subject to disciplinary action, up to and including discharge. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge. An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about

harassment. Retaliation against employees for bringing bona fide, good faith complaints or providing information about harassment, even if unsubstantiated, is prohibited (see board policy 2:260, *Uniform Grievance Procedure*).

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

Employees should report claims of harassment to: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, 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. 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.

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

An employee has the right to also contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. Contact information for these agencies are as follows:

- Illinois Department of Human Rights
  Chicago: 312-814-6200 or 800-662-3942
  Chicago TTY: 866-740-3953
  Springfield: 217-785-5100
  Springfield TTY: 866-740-3953
  Marion: 618-993-7463
  Marion TTY: 866-740-3953

- Illinois Human Rights Commission (IHRC)
  Chicago: 312-814-6269
  Chicago TTY: 312-814-4760
  Springfield: 217-785-4350
  Springfield TTY: 217-557-1500

- United States Equal Employment Opportunity Commission (EEOC)
  Chicago: 800-669-4000
  Chicago TTY: 800-869-8001

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited. An employee should report allegations of retaliation to his/her immediate supervisor, the Building

Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Whom to Contact with a Report or Complaint Title IX Coordinator:
Dr. ZaRita Beal -Human Resources Coordinator

Pregnancy Discrimination Prohibited

Employees who are pregnant, are recovering from childbirth, or have a medical or common condition related to pregnancy or childbirth may request a reasonable accommodation for their pregnancy. Employees also have the right to reject unsolicited accommodations and to continue to work during their pregnancy if a reasonable accommodation is available to allow the employee to continue performance of the job. The District prohibits (1) discrimination against employees based on pregnancy; and (2) retaliation against any employees for requesting a reasonable accommodation.

An employee requesting a reasonable accommodation should contact Human Resources. Any employee who believes they have been subjected to discrimination or retaliation based on pregnancy should report claims to the Nondiscrimination Coordinator and Complaint Managers.

Employees also have the right to contact the Illinois Department of Human Rights about filing a formal complaint of discrimination or retaliation.

Occupational Safety and Health Act (OSHA) Compliance

The District complies with the regulations outlined in OSHA. The Act requires that an employer: provide a place of employment free from hazards; correct any known violations of safety standards; and maintain records and make periodic reports on work-related injuries or illnesses. Employees who are aware of any defective equipment or furniture should report such findings to their building administrator.

Safety of Employees

Board Policy Reference 4:170

Employees should use their best efforts to maintain a safe work environment. It is important that employees be aware of the steps to take in the event of an emergency.

Report all emergencies to:

Your immediate Principal/Supervisor Your local Police/Fire/Ambulance (911) The Building and Grounds Supervisor

Physical Safety and Security

- If you observe an unauthorized individual in an office or work area, immediately call your supervisor.
- Any losses or thefts of personal belongings or District property should be reported to your immediate supervisor.

- For your protection and the protection of our students, some offices and work areas are monitored by surveillance cameras.

Drug and Alcohol-Free Workplace; Tobacco Prohibition

Board Policy Reference: 5:50

All District workplaces are drug, alcohol and tobacco free workplaces. All employees are prohibited from engaging in any of the following activities while on District premises or while performing work for the District:

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance, or being under the influence of any illegal substance or any detectible use of any illegal substance regardless of when or where the use occurred.

2. Distribution, consumption, use, possession, or being under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectible, regardless of when and/or where the use occurred.

3. Possession or use of medical cannabis.

As a condition of employment, each employee shall:
1. Abide by the terms of the Board policy respecting a drug- and alcohol-free workplace; and

2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 calendar days after such a conviction. Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

Tobacco Prohibition.
The prohibition on the use of tobacco products applies both:

1. when an employee is on school property; and
2. while an employee is performing work for the District at a school event regardless of the event's location.

District Action upon Violation of Policy
An employee who violates the terms of this policy may be subject to disciplinary action, up to and including termination.

- The Superintendent shall recommend that the Board take disciplinary action with respect to an employee convicted of a drug offense in the workplace within thirty (30) days after receiving notice of the conviction.

Should an employee 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.

- The District may require an employee who violates the terms of this policy to satisfactorily participate in and complete a drug or alcohol abuse, assistance or rehabilitation program which has been approved by the Board of Education, upon the recommendation of the Superintendent.

ID/Access Cards

To ensure maximum security on District premises, employees are issued an employee identification card with their photograph. If your ID/access card is lost or stolen, you must report it immediately to your supervisor/manager. You should also request a replacement card if your card is damaged or if your name changes. Replacement Card Request

Employees who leave employment with the District must return their ID/access cards at the time of their exit interview or on their last day worked.

Personnel File

Board Policy Reference: 5:150
Please refer to the Collective Bargaining Agreements for more information:

District 168 maintains a personnel file for each employee. Your personnel file includes information relating to your hiring, training, performance, salary increases and other changes in your status as a District employee.

Your personnel file is the property of District 168. The information contained in your personnel file is generally treated by the District as "confidential" and as such, access to your personnel file is restricted. Generally, only administrators and other personnel who have legitimate business reasons to review information contained in your personnel file will be granted access. When requests for information about an employee by a prospective employer is made, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee and the District agrees. All other requests for access to personnel information are governed by Board Policy 2:250, *Access to District Public Records.*

Employees should contact the Human Resources Department should they want to review their file. The Human Resources Department will then contact the employee to arrange a mutually convenient time to review the personnel file.

Errors found in personnel documents should be brought to the attention of the Human Resources Coordinator. If an employee disagrees with information contained in the personnel record, a written statement explaining the employee's position may be submitted to the Human Resources Coordinator and will become a part of the personnel file. All employees are permitted to have a copy when a request is made in writing. It is important that the information contained in your personnel file is current and accurate. As such, you must provide your Human Resources with up-to-date information regarding the following:

- Name, current home address and telephone number
- Emergency contact information
- Military status (if applicable)

Reporting Changes in Employee Contact and Other Information

Employees should contact Human Resources and the Business Offices regarding all changes that might affect their benefits, payroll withholding or personnel record. Examples include changes in legal name, address, telephone and emergency contacts, change in beneficiary, birth of a dependent, and educational degrees.

EMPLOYMENT PROCEDURES AND INFORMATION

Employee Classifications

Regular Full-Time

Generally, employees who are scheduled to work at least thirty (30) or more hours per week on a consistent basis are considered by the District to be regular full-time employees; anything less is part time. Regular full-time employees are paid on a salary basis. Regular full-time employees are eligible to participate in all District benefit programs, subject to the terms, conditions, and limitations of each program.

District Employees categories: Certified and Classified Staff

Regular Part-Time

Generally, employees who consistently work less than thirty (30) hours per week are considered by the District to be regular part-time employees. The Superintendent will make recommendations to the Board to determine hours based on District needs and budget considerations.

Exempt Employees: (as defined by the Fair Labor Standards Act): are not required to be paid overtime under the Fair Labor Standards Act.

Contracted and At Will Employees

Unless otherwise specifically provided, District employment is at-will, meaning that the District 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.

Nothing in this Handbook or Board of Education policy is intended or should be construed as altering the employment at-will relationship.

Hiring Process and Criteria

Board Policy Reference: 5:30

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board of Education policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. All applicants must complete a District application in order to be considered for employment.

Job Posting System

Current employees are encouraged to apply for internal positions through the District's Applitrack System. Employees should observe the following process for applying for positions:

- Apply for the position through the District's Applitrack System.
- Submit a letter of interest and include a copy of your most recent resume to the Human Resources Department

If selected, you may be called to interview with the hiring administrator. It is important to inform your current Principal/Manager of any hiring decisions as soon as possible.

References

It is the District's hiring procedure to check the employment references and other qualifications of applicants when a job offer is made. When unusual circumstances make these impossible, offers of employment may be made contingent upon satisfactory reference checks. Documentation relating to all reference checks is maintained in your personnel file. Falsification of any information constitutes grounds for immediate termination. Employees are prohibited from releasing any information about former or current employees without the prior approval of the District's Administration. This prohibition includes providing references for former or current employees.

Background Investigations and Other Security Measures

For security purposes and as required by *the Illinois School Code*, all employees of the District must undergo a background check prior to beginning employment. Information obtained from background checks are forwarded directly to the Office of the Superintendent. The District uses a third-party vendor to conduct background checks on all new employees.

New Employee Probation Period

All new employees of District 168 are subject to a Probation Period (non-certified positions are 60 days, certified positions are according to the non-tenured provisions of the School Code). The probation period is an opportunity for new employees to demonstrate their ability to perform the duties of the position for which they were hired. During this period, the employee's work performance is carefully evaluated by the Principal/Manager to determine their suitability for continued employment. If at any time during the probation period the employee's work habits, behavior, attendance or performance is deemed by the administration to be unsatisfactory, the Board, upon recommendation from the Superintendent, shall have the authority to discharge the employees without cause during that period.

Successful completion of the probation period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only "for cause." Employment with the District is in accordance with the terms of the Collective Bargaining Agreements, individual contracts, and Board Policy.

Employee Transfers and Assignments

The Superintendent is authorized to make assignments and transfers of educational support personnel. Certified and Classified staff should refer to the CBA regarding transfer and assignment procedures.

Resignations

Resignation of Educational Support Personnel

Employees are requested to provide 2 weeks' notice of a resignation. A resignation notice cannot be revoked once given. Employees will provide a dated and signed letter with the following information: name, work location, current position, and last date of employment to Human Resources. You may also provide a copy to your immediate supervisor.

Resignation of Tenured Teachers

Board Policy Reference: 5:210, IL School Code Section 24-14

Tenured teachers may resign at any time with consent of the Board of Education or by written notice sent to the Board Secretary at least 30 days before the intended date of resignation. However, no teacher may resign during the school term in order to accept another teaching position without the consent of the Board. A teacher who resigns mid-term to take a new teaching assignment without concurrence of the Board will face potential penalties, including a license suspension of up to one year.

Retirements

Employees covered by a Collective Bargaining Agreement or individual contract should refer to those agreements for specific retirement procedures and notice requirements, if any. If not, an employee planning to retire should notify his or her supervisor at least 2 months before the retirement date.

Involuntary Terminations

Involuntary termination of your employment may occur, within the discretion of the administration, based on Reduction in Force (RIF) or based on work performance, misconduct, failure to adhere to District policy, procedures or guidelines, or other circumstances where the administration believes termination is appropriate. See Collective Bargaining Agreements, Board Policies, and individual contracts for additional information.

Terms and Conditions of Employment and Dismissal

The Board of Education delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of all District personnel. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

Exit Interviews

On or before your last day of work, you may have an exit interview with your administrator. At that time, you must turn in any District 168 property in your possession such as your ID/access card. You will also be informed of your right, if applicable, to continue medical and dental coverage through the Consolidated Omnibus Budget Reconciliation Act (COBRA).

All other District equipment (computers, cell phones, and etc.) must be returned to the Human Resources and Public Relations Assistant on or before the last day of work.

Employee Performance

Employees should refer to their Collective Bargaining Agreements or individual contracts regarding procedures for performance evaluations. For those employees not subject to such an agreement, they will be subject to a performance evaluation created by the District, including standards contained within Board of Education policies as well as any requirements found under State law. The standards for the evaluation program will include, but not be limited to:

1. Each employee shall be evaluated annually, preferably before the annual salary review.
2. The direct supervisor shall provide input.
3. The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and federal law.
6. New classified employees also receive an evaluation the first 60 days of employment.

Evaluation Tools

Certified Evaluation Tool - Evaluwise.org
Classified Evaluation Tool

EMPLOYEE ETHICS, CONDUCT, AND CONFLICTS OF INTEREST

Board Policy Reference: 5:120

Employees must exercise good judgment in dealings with the District and its constituents, (students, parents and community members) consistent with the high degree of trust and confidence that is placed in employees by the District. The need for the stringent application of this principle is heightened by the necessity that the District, in turn, exercises the highest degree of ethical conduct in its dealings with its students, parents and community members. This can be accomplished only through your individual commitment to the District's Values: Integrity, Respect, Teamwork and Professionalism.

The District's standards of conduct are necessarily strict because they are intended for the benefit and protection of the District and its employees. No attempt to delineate guidelines for proper conduct can hope to cover every potential situation which may arise during your service with the District. Any questions concerning the standards of conduct should be referred to the Board of Education, Superintendent or his/her designee. Violations of the standards of conduct policy are grounds for disciplinary action, including dismissal. The standards of conduct set forth herein will be applied fully and fairly.

Professional and Appropriate Conduct: All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the Code of Ethics for Illinois Educators, adopted

by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

Abused and Neglected Child Reporting

Board Policy Reference: 5:90

Abuse and Neglected Child Reporting

The safety of students is the top priority of the School District. As such, any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall:

(1) Immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline 800/25-ABUSE or 217/5242606, and

(2) Follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. The report shall include, if known:

1. The name and address of the child, parent/guardian names, or other persons having custody;
2. The child's age;
3. The child's condition, including any evidence of previous injuries or disabilities; and
4. Any other information that the reporter believes may be helpful to DCFS for its investigation.
5. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made.
6. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

Employee Mandated Reporter (DCFS) Procedures:

1. Employee will immediately inform Administration of incident.
2. Employee will call DCFS at (800)252-2873 or (217)524-2606 to make a report. Document the docket/case number and name of DCFS intake worker.
3. Employee will complete an incident report and submit to administration before end of day.

Every employee who suspects or receives knowledge that a student may be an abused or neglected child must contact DCFS. An employee is responsible for still reporting the incident to DCFS even if the employee informs an Administrator.

Child Pornography

Any District employee who discovers child pornography on electronic and information technology equipment shall:

1. 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.

2. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Hazing

Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee **must first**:

1. Make the report to law enforcement, and then to
2. Superintendent and immediate supervisor.

Statement of Economic Interests

Board Policy Reference: 5:120

The following employees must file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act: 1. Superintendent; 2. Building Principal; 3. Head of any department; 4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of $1,000 or greater; 5. Hearing officer; 6. Any employee having supervisory authority for 20 or more employees; and 7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Board Policy Reference: 2:105

Applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

Board Policy Reference: 2:105

In accordance with *The Illinois School Code* (Section 22-5), no school officer or teacher may be interested in the sale, proceeds, or profit of any (1) book; (2) apparatus; or (3) furniture used or to be used in any school in which such office or teacher may be connected. The exception to this prohibition is when the employee is the author or developer of instructional materials listed with the Illinois State Board of Education and adopted for use by the Board. Any employee having an interest in instructional materials, as noted above, must file an annual statement with the Board Secretary.

For the purpose of profiting or acquiring personal gain, District employees shall not act as an agent of the District, nor shall any District employees act as an agent of any business in any transaction with the District. District employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts.

Where the interest is not substantial or the gift is an unsolicited item of nominal value, these situations must comply with State law and Board Policy 2:105, *Ethics and Gift Ban.*

Outside Employment

Board Policy Reference: 2:105

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

Solicitations By or From Staff

School Board Policy: 5:140; 8:90

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

Duty to Report Abuses of The Standard of Conduct Policy or Other Illegal or Unethical Conduct

All employees have a special obligation to advise the District of any suspected abuses of District policy and guidelines, including suspected criminal or unethical conduct. If you believe there has been any violation of health and safety, environmental, government compliance or any other laws or District policies, it is your obligation and duty to make a report to an appropriate individual in the District. You may also make reports by contacting the Human Resources Coordinator, Superintendent, Board and/or Regional Superintendent of Schools and you will not be subjected to any form of retaliation for reporting suspected abuses.

Investigations of Reported on Suspected Misconduct

All District employees have a special duty to safeguard the District's proprietary and confidential information, assets and property. In the event of an investigation regarding possible wrongdoing, employees are expected to cooperate fully.

Information relating to any investigation, including information provided by the employee and their participation in the investigation, is considered confidential, and will only be revealed to individuals not associated with the investigation on a need to know basis.

Copyright Compliance

School Board Policy: 5:170

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.

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 Board of Education 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.

TECHNOLOGY USAGE, INTERNAL INFORMATION, AND COMMUNICATIONS

Personal Technology and Social Media; Usage and Conduct

Board Policy Reference 5:125

Usage and Conduct

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships required by policy 5:120, Employee Ethics; Conduct; and Conflict of Interest at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by Board Policies and the Ill. Code of Educator Ethics, 23 Ill. Admin. Code 22.20.

2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.

3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.

4. Not use personal technology and social media to share, publish, or transmit information about or images of students and/or District employees without proper approval. See Board Policy 5:130 for further detail.

5. Refrain from using the District's logos without permission and follow all District copyright compliance procedures, in compliance with Board Policy 5:170.

6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.

7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media.

8. Be subject to remedial and any other appropriate disciplinary action for violations of this policy, including dismissal.

See Board Policy 5:125 for further detail concerning these rules.

Access to Electronic Networks and Acceptable Use Policy

Note: Review the following Board Policies for further information: 6:235, 5:100, 5:170, 6:40, 6:60, 6:210, 6:230, 6:260, 7:130, 7:190, 7:310

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

The School District is not responsible for any information that may be lost or damaged, or become 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.

Curriculum and Appropriate Online Behavior

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 resource center materials.

Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, Acceptable Use of the District's Electronic Networks, 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.

Authorization for Electronic Network Access

Each staff member must sign the *Authorization for Access to the District's Electronic Networks* as a condition for using the District's electronic network.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the District's administrative procedures, *Acceptable Use of the District's Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Responsibilities Concerning Internal Information

Board Policy Reference: 5.130

District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed Board of Education meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees.

Guidelines:

1. Refrain from email communications with names of students, unless directed by Administration.

2. Refrain from verbal communications regarding the academics or conduct of a specific student(s) in the presence of other students, school visitors and the public, and other employees who have no specific educational interest for the information.

Media Relations

PUBLIC INFORMATION PROGRAM – News Media Relations

The media represent the public interest in reporting information concerning the District's schools. It is in the interests of both the educational community and the citizens/taxpayers that there be free and open communications with the media.

All media inquiries should be referred to the Administration immediately. Only the Superintendent, or his/her designee, is authorized to speak to the media on the District's behalf.

Professional Communications and Etiquette

When employees conduct business, either in-person, by telephone, or via e-mail, they represent the District. Employees' professionalism and manner demonstrate the District's ability and willingness to service its Students, families, and the general public. Therefore, any and all communications must be handled with courtesy and professionalism.

Employees may sometimes be unsure of an answer to an inquiry made over the phone. If unsure whom to transfer the call to, take the caller's name and telephone number and have the appropriate person return the call. It is important that a caller not be forwarded from person to person without receiving an answer to their question.

The District telephones are to be used for District business. Personal calls should be kept to a minimum, in order to keep telephone lines available for District business, and should be made during your break time or other non-working hours whenever possible. No personal long distance telephone calls can be made without prior permission of the supervisor/manager.

During business hours, the use of personal cell phones, should be kept to a minimum; with the exception of emergencies.

Use of District Technology Equipment and Property

The District has a substantial proprietary interest in its equipment and property, which includes, but is not limited to: furniture, equipment, cell phones, walkie-talkies, personal digital assistants (PDA's), computer hardware, software, data and associated documents.

District equipment and property is provided and maintained to assist you in conducting the District's business. Equipment should be reserved for conducting District business and should be used for limited personal use. **Employees are required to utilize all District equipment and property in a safe and lawful manner.**

All District hardware is property of District 168 and all data composed, created or stored on the systems are and remain the property of the District. Employees do not have a privacy interest in District equipment and the documents/data produced on them. The District reserves the right to review, audit, intercept, access, and disclose all documents/data created or stored on the District's equipment. The confidentiality of any document/data should not be expected or assumed. Even when a document is erased, it is still possible to retrieve and read it. The use of passwords for security purposes does not guarantee confidentiality. Further, passwords should not be disclosed except on a need to know basis.

Business Appropriate/Casual Attire Guidelines

Community Consolidated Schools District 168 wishes to cultivate a work environment that exemplifies respect and professionalism and has set the following dress policy for professional attire:

Dress should be professional looking and not casual. Examples of professional dress include dress pants, slacks, khakis, skirts, dresses, blouses, collared shirts, polos, and sweaters. Jeans with school spirit wear on designated days/events are also considered professional dress. Examples of clothing for P.E. staff include professional athletic attire. Tight fitting leggings and spandex pants are not considered professional dress.

To promote employee safety, employees should wear shoes that are firmly secured to the feet so shoes do not fall off or get knocked off.

The administration reserves the right to work with employees to discuss the prohibition of clothing that may cause disruption to the work environment or be counterproductive to the professional image that the district would like to portray. There could be cases, where the employee may be asked to go home and change immediately to more appropriate attire. In this situation, the employee may not be paid for time away for work.

Reporting Absences

Employees are a critical part of the District's educational system and the District cannot function unless employees are present to serve our students. Therefore, we must be able to count on employees to be at work and to be at work on time. Regular attendance is an integral part of all District employees' job responsibilities.

Personal Days are requested by employees and approved by the Principal / Supervisor in advance. The Principal / Supervisor will request a signed health provider's note after three consecutive days of absence for which sick days for personal illness is requested. Employees unable to produce a medical reason may be subject to progressive discipline.

Reporting Absences in Advance

Requests to use personal days are done so in advance and require prior approval. **Any absences three days or longer in which sick time is requested will require a note from a health professional.** The note will be given to the Principal/Supervisor upon return.

Procedures for Reporting Absences in Advance

Enter your absence in Infinite Visions and
Enter your absence in Frontline Absences Management (AESOP)

Reporting Same Day Absences

If you request a same day absence (i.e. sick), use the following procedure:

Procedures for Reporting your Same Day Absence (complete before 6:00 a.m.)

1. Call your Principal/Supervisor on the phone number he/she provides to report the absence
2. Enter your absence in Infinite Visions
3. Enter your absence in Frontline Absences Management (AESOP)

Reporting Late Arrivals and Requesting Early Departures

If an employee is going to be late for work call the Principal/Supervisor on the phone number provided by the Supervisor to advise on the expected arrival time. If the employee needs to leave before the end of the shift, he or she must receive approval from the Principal/Supervisor in advance.

Failure to report absences in both Infinite Visions and Frontline Absences Management (AESOP) can lead to disciplinary action. Please note that a permanent record of your attendance is maintained and may be reviewed by your Principal/Supervisor or any District Office Administrator. Excessive absences and/or tardiness could result in disciplinary actions including termination of your employment.

LEAVES OF ABSENCE

Each of the provisions in this policy applies to all personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreements will control.
For Leaves of Absences, refer to the Collective Bargaining Agreements or Individual Contracts where applicable.

Professional Personnel should also refer to Board Policy 5:250, *Leaves of Absence*, for specific details on leaves provided to them by the District. Educational Support Personnel should also refer to Board Policy 5:330, *Sick Days, Vacation, Holidays, and Leaves*, for specific details on leaves provided to them by the District.

Sick Days

Board Policy Reference: 5:330, Illinois School Code: 105 ILCS 5/24-6

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. The Board may require a physicians' certificate, or if the treatment is by prayer or spiritual means, that of a spiritual advisor or practitioner of such person's faith, as a basis for pay during leave after an absence of three (3) consecutive days for personal illness, or as it may deem necessary in other cases.

For the purposes of this Section, 'immediate family' shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, stepparents, brothers-in-law, sisters-in-law, and legal guardians.

When you return to work following an absence of three or more consecutive days related to an illness, the employee is required to submit a doctor's release or other confirmation of treatment from your health care provider. Employees who fail and/or refuse to submit documentation will be in violation of this attendance expectation and will be subject to disciplinary action.

If you fail to report to work for two consecutive working days without notifying your immediate supervisor, this will be considered job abandonment and may lead to suspension and/or recommendation to the Board of Education for termination.

Personal Day and Vacation Days

For further detail, refer to Board Policy 5:330, *Sick Days, Vacation, Holidays, and Leaves*, Collective Bargaining Agreements or Individual Contracts where applicable.

Court Duty

Board Policy Reference 5:80

District 168 considers jury duty a privilege and obligation of every good citizen. You will be excused from work for the hours required for jury duty service. You will also receive your full salary in addition to jury pay provided to you.

The following are the necessary steps to be taken:

- Provide your Supervisor a copy of the court summons at least 5 days in advance of the court date.
- Enter your absences in AESOP and Infinite Visions
- Give your Supervisor your jury duty release form on the day of your return.

Victims' Economic Security and Safety Act (VESSA)

An unpaid leave from work is available to any staff member 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.

Procedure: Contact the Human Resources Department to request leave documents.

Family Medical Leave Act (FMLA)

The District will comply with the Family Medical Leave Act (FMLA). Employees who have completed at least one year of service with the District and have worked at least 1,250 hours during the previous 12 - month period are eligible for up to 12 weeks of unpaid leave per 12 - month period under the Family and Medical Leave Act for any one or more of the following reasons:

- To care for a child born to the employee or placed with the employee for adoption or foster care within 12 months after the birth or placement;
- Because of a serious health condition that makes the employee unable to perform the essential functions of the employee's position; or
- To care for the employee's spouse, son/daughter (minor or incapable of self-care), or parent who has a serious health condition.

An eligible employee may take FMLA leave for up to a combined 12 weeks each 12-month period, beginning September 1 and ending August 31 of the next year.

Procedure: Contact the Human Resources Department to request leave documents.
See Board Policy 5:185 for further detail.

Military Reserve or National Guard

If you require a leave of absence due to either you're or a family member's military service obligations, please contact Human Resources to discuss the options available to you.

Military Active Duty

If an employee is called to serve activity duty with the military, contact the Human Resources Department to request the leave documents.

School Visitation Leave

Employees are eligible for up to eight (8) hours of unpaid leave per school year to attend school conferences or special classroom activities of their children that cannot be scheduled during non-work hours. School activities do not include extracurricular activities, such as school sporting events, fund-raisers, etc. No more than four of the eight hours of leave may be taken on any one day.

Eligible employees must:

- Have worked an average of at least 20 hours per week during the six-month period immediately preceding the leave request; and
- Have exhausted all accrued vacation days, personal and compensatory time prior to requesting a leave.

Employees requesting a leave must provide a written request to their Supervisor at least seven days in advance. In emergency situation such as school disciplinary matters, only 24 hours' notice

is required. Employee are required to submit written documentation within two working days of the leave, and failure to do so will result in the absence being treated as unexcused.

Request for leaves can be denied if it would result in more than 5% of the staff in the area being absent due to school visitation leave.

Religious Holidays

Board Policy Reference: 5:70

The Superintendent shall grant an employee's request for time off to observe a religious holiday if the employee gives at least five days' prior notice and the absence does not cause an undue hardship. Employees may use earned vacation time, or personal leave to make up the absence, provided such time is consistent with the District's operational needs. A per diem deduction may also be requested by the employee.

Procedure:

1. Contact your immediate supervisor via to request time off for a religious holiday at least five days before scheduled day off.
2. Once you receive approval:
   Enter absences in AESOP
   Enter absence in Infinite Visions

Child Bereavement Leave

Board Policy References: 5:185, 5:250, 5:330

The law allows a maximum of 10 unpaid work days for eligible employees to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action. The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act.

Procedure: Contact the Human Resources Department for more information and to request leave documents.

Dock Time (Time off without pay)

Benefits time/days including personal, sick and vacation are provided to District employees via collective bargaining agreements and individual employee contracts. Dock time (requested days or time off without pay) is not a benefit provided to employees, cannot be requested, and will not be honored. Employees who do not report to work outside of approved benefit days and approved leaves will be subject to discipline.

Employee Benefits

Tuition Reimbursement

Employees should refer to their Collective Bargaining Agreements or individual contracts regarding procedures. Forms are located in the Infinite Visions Portal under Employee Resources, Human Resources Forms.

Lane Change Requests

Employees should refer to their Collective Bargaining Agreements or individual contracts regarding procedures. Forms are located in the Infinite Visions Portal under Employee Resources, Human Resources Forms.

Medical, Dental, Vision, Life Insurance

Community Consolidated Schools District 168's provided medical plans give you several different plan options to meet your needs and those of your family. Questions Regarding Insurance.

Eligibility

In general, full-time employees are eligible for coverage on the first day of employment. You may choose to cover your eligible dependents through the same medical option under which you are covered. Eligible dependents are you spouse and unmarried children to age 26.

Employee Assistance Program (EAP)

An **Employee Assistance Program** (**EAP**) is a voluntary, work-based **program** that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to **employees** who have personal and/or work-related problems. Contact the Business Department for more information. EAP Program Information

Retirement Savings Benefit

District 168 is committed to providing retirement savings options for employees to voluntarily contribute to plans that may provide additional retirement income. Contact the Business Office for more information.

Group Retirement Plans

Teachers' Retirement System – TRS

The District participates in the Teachers' Retirement System of the State of Illinois (TRS). TRS is a cost-sharing defined benefit pension plan that was created by the Illinois Legislature for the benefit of Illinois public school teachers. The Illinois Pension Code outlines the benefit provisions of TRS.

TRS members include all active employees who are employed by a TRS-covered employer to

provide services for which teacher certification is required. The employee contribution is paid by the employee and submitted to TRS by the District.

Illinois Municipal Retirement Fund – IMRF

The District's defined benefit pension plan, Illinois Municipal Retirement Plan (IMRF), provides retirement benefits to employees not covered by the Teachers' Retirement System, who are in an IMRF-covered position that is expected to exceed 600 work hours per year. The employee contribution is paid by the employee and submitted to IMRF by the District.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

In the event that your employment terminates, whether voluntary or involuntary, you will be offered, in accordance with COBRA, the opportunity to continue on the District provided health insurance coverage at your own expense, depending on the qualified beneficiaries and the qualifying events (circumstances under which you left the District). This coverage may be offered for 18 months (and in some cases, up to 36 months) if you retire, resign or are discharged for any reason other than gross misconduct. You will receive COBRA information by hand-delivery and/or mail. Questions about COBRA.

Workers Compensation

If an employee has an accident or becomes injured at work they should complete the "employee's report of injury" immediately and notify their immediate Principal / Manager. The Principal / Supervisor will report the nature of the accident and the employee involved to the Business Office.

Wage Assignment and Deductions

The District will comply with wage assignments and legally ordered deductions (e.g. child support payments), as required by law. The District will withhold deductions from paychecks as it is legally obligated.

Unused Accrued Vacation

Pay for accrued but unused vacation days will be included in your final pay.

Expenses

Board Policy reference 5:60

Procedures for Travel, Reimbursement, Purchase Orders, Other