

***Oregon Community Unit
School District #220
EMPLOYEE HANDBOOK***

THIS EMPLOYEE HANDBOOK SUPERCEDES ALL PREVIOUSLY-ISSUED EMPLOYEE HANDBOOKS

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Section 1: Employee Rights and Responsibilities

District Mission

Educate Students to be lifelong learners who are productive, responsible citizens.

Welcome To Our Team!

On behalf of your colleagues, we welcome you to Oregon Community Unit School District #220 (hereafter referred to as OCUSD#220's) and wish you every success here. Each person associated with our school district contributes directly to OCUSD#220's growth and success, and we hope you will take pride in being a member of our team and following in our mission.

We have created this employee handbook to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to you where eligible. These policies are guidelines to assist you in your employment at OCUSD#220 and do not create a contract of employment. You should read and understand the contents as soon as possible to allow yourself the greatest opportunity for success and enjoyment with our school district. If you need further clarification, please do not hesitate to ask me or your Direct Supervisor or an Association (OEA or OESPA) Representative.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Tom Makoney

Superintendent

Each of the provisions in this handbook applies to all personnel to the extent that it does not conflict with an applicable collective bargaining agreement, professional 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 agreement will control.

Ethics and 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.

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 responsible for negotiating contracts, including collective bargaining agreement, 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.

In general, the use of good judgment and common sense will guide each employee along the path that we consider to be acceptable conduct. If a situation arises in which an employee is uncomfortable making that determination, the matter should be discussed openly with an immediate Supervisor and, if necessary, with your direct Supervisor or Department Head or the Superintendent for advice and consultation.

Compliance with this policy is the responsibility of every OCUSD#220 employee.

Equal Employment Opportunity

We use the criteria of merit, qualifications, and abilities to determine hiring decisions and promotions within the school district. OCUSD#220 does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual preference, genetic information, or any other segmenting factor protected by law.

OCUSD#220 will consider all reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to our school district. This policy applies to all aspects of our employment relationships, including staffing, job requirements, salary, corrective actions, termination, as well as access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of an immediate Supervisor, Department Head or the Superintendent. Employees can be confident that if they do report any type of activity that they feel may be contrary to this policy there will be no retaliation from our school district.

Reasonable Accommodation

OCUSD#220 is committed to providing reasonable accommodation to enable qualified employees with disabilities to perform the essential functions of their jobs. OCUSD#220 also is committed to providing reasonable accommodation of an employee's sincere religious observances and beliefs that conflict with normal job requirements.

Any employee who believes he/she needs accommodation based on disability or religion is responsible for bringing the matter to the attention of his/her Direct Supervisor or Department Head. In the case of disability, the employee may be required to provide medical documentation establishing the existence of a disability, any job-related restrictions, and the estimated length of time for which accommodation is needed. OCUSD#220 will keep all medical information confidential to the extent practical. Upon receipt of an accommodation request, the school district will engage in the interactive process with the employee to view possible reasonable accommodation options. Reasonable accommodations which do not result in an undue hardship on the operation of the school district will be considered for all employees with physical and mental disabilities or religious accommodation needs that affect their ability to perform the essential functions of the job.

Any employee who believes he/she has been denied reasonable accommodation should promptly notify the Superintendent.

Outside Employment and Conflict of Interest

No District employee shall be directly or indirectly interested in any contract, work, or business of the District, or in the sale of any article by or to the District, except when the employee is the author or developer of instructional materials listed with the State Board of Education and adopted for use by the Board of Education. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District.

Employees shall not engage in any other employment or in any private business during regular working hours, this restriction does not include duty free time.

Disclosure or Use of Confidential Information (Responsibilities Concerning Internal Information)

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. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

Confidential information of the school district, its clients or employees may only be disclosed, whether orally or in writing, within OCUSD#220 to those who need to know the information to perform related job functions. Confidential information is not to be disclosed or used outside of OCUSD#220 except for legitimate and legal reasons related to OCUSD#220's business interests or as required by law.

Upon separation of employment for any reason, all confidential information must remain in the possession of OCUSD#220, and all employees are to return to OCUSD#220 all originals and copies of such confidential information.

If an employee has any questions about whether information is confidential, he or she should contact their direct supervisor. This policy is not intended to supersede or modify any written agreements employees have entered into with the school district to protect confidential school district property or information.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Below is information to assist our employees with compliance regarding FERPA.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies
 - State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Also, the address to the Family Policy Compliance Office is below:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Identity Protection

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

For more details regarding this policy refer to the Board policy, 4:15 or if you are a union member, refer to your collective bargaining agreement.

Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful 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.

Sexual Harassment Prohibited

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.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such

conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Complaint; Enforcement

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 complaints or providing information about harassment 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 the Nondiscrimination Coordinator and/or use the Board policy 2:260, Uniform Grievance Procedure. Employees may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Whom to Contact with a Report or Complaint

Contact the current Nondiscrimination Coordinator and Complaint Managers. The current complaint manager can be found in Board policy located on the district website, www.ocusd.net. If this information is not available or you are unsure how to obtain this information, then please contact the Superintendent directly.

Convicted Child Sex Offender and Notification Laws

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her

child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or

2. The offender received permission to be present from the Board of Education, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

For more details regarding this policy refer to board policy 4:175.

Reporting Improper Conduct

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or Department Head. The employee must exercise sound judgment to avoid baseless allegations.

A reporting employee is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

To the extent possible, the confidentiality of the reporting employee will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. OCUSD#220 will not retaliate against a reporting employee. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments or threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact a direct Supervisor, Department Head or Superintendent immediately. The right of a reporting employee for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Superintendent who is responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact their Supervisor, Department Head, or Superintendent.

Drug and Alcohol Use; Tobacco Prohibition

It is OCUSD#220's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on OCUSD#220 premises and while conducting business-related activities off OCUSD#220's premises, the manufacture, use, possession, distribution, transfer, dispensation, purchase, sale, or being under the influence of illegal drugs, or the misuse of legal drugs, is strictly prohibited and is grounds for termination. The term "illegal drug" means any drug which is not legally obtainable for use or possession (such as cocaine), or a legal drug which has been illegally obtained. Possession, use, distribution, or sale of alcoholic beverages on school district premises is not allowed without prior approval of appropriate senior management. Being unfit for work due to drug or alcohol use is strictly prohibited and is grounds for termination of employment.

The legal use of prescribed drugs and over-the-counter medications is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger anyone in the workplace. Employees have an obligation to inform their supervisor when taking medication that could impact their ability to safely perform the essential functions of their job. Employees must maintain any prescription drugs or over-the-counter medications in their appropriate containers and take any prescription or over-the-counter medication in accordance with prescribed instructions. Sale of any controlled substance is strictly prohibited at all times.

The use of tobacco products is also strictly prohibited. Refer to the Tobacco Prohibition Policy below for more details.

Tobacco Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, Visitors to and Conduct on School Property. 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. Tobacco shall have the meaning provided in section 10-20.5b of the School Code.

Section 2: District Practices and Payroll Information***Job Classifications***

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

Personnel Files and Personal Information

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

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee’s supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee’s written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, Access to District Public Records.

We ask that all employees work with us to ensure the information we have on file is up to date at all times. This information would include the following:

- Beneficiary designation
- Current mailing address
- Dependent information
- Email address
- Emergency contact information
- Marital status
- Military status
- Telephone numbers (including cell phone)
- Tax withholding information

Please be sure to include other pertinent information that would be helpful in maintaining an open communication with you. If any of your personal information has changed, please promptly notify your direct Supervisor or Department Head.

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

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

Timekeeping – OESPA ONLY

Accurately recording time worked is the responsibility of every employee who is required to report and record time worked according to District policy. Federal and state laws require OCUSD#220 to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is defined as all the time actually spent performing assigned duties.

Employees should accurately record the time they work. Nonexempt employees must complete their timesheets and submit them in a timely fashion for each pay period. They should also record any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed. All work performed on behalf of the school district must be properly recorded.

Altering, falsifying, tampering with time records, recording time on another employee's time record, or instructing an employee to incorrectly or falsely report time is prohibited and may result in disciplinary action.

It is the employee's responsibility to certify the accuracy of all time recorded in the timekeeping system. In addition, if corrections or modifications are made to the time record, the employee and supervisor must agree to the change. Employees should review their paychecks and promptly report any errors to your direct Supervisor or Department Head. Exempt employees should keep a record of their vacation and leave time and be able to provide that to their supervisor upon request or at minimum once a year.

Workweek, Compensation and Paydays

OEA Employees

Checks will be issued on the 10th and 25th of each month. If school is not in session on a designated payday during the school year, checks will be issued on the teaching day nearest and previous to that Friday. All teachers will be paid in 24 payments.

Payroll Deductions: The Board shall make available to members of the professional staff a payroll deduction for the following associations: unified dues for the Oregon Education Association, Illinois Education Association, and National Education Association, which will take place over a ten (10) month period. The Board shall authorize payroll deductions for the following purposes: Tax Sheltered Annuity Programs and Group Insurance.

OESPA Employees

Non-Certified Union employees are paid bimonthly, on the 10th and 25th of each month, and can elect to be paid hourly or for a total of 24 pay periods annually. The work week begins at 12:01 a.m. Sunday and ends at 12:00 p.m. (midnight) Saturday. Each paycheck will include earnings for all work performed through the end of the applicable pay period.

The basic workday begins at 12:01 a.m. on each calendar day and ends at 12:00 midnight. However, educational support employees whose normal workday extends from one calendar day into another shall be considered as working on the calendar day on which they start to work.

All employees are encouraged to have pay directly deposited into their bank accounts if they provide advance written authorization to OCUSD#220.

General Personnel

The workweek for District employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday. Our non-union district employees are exempt and pay is computed on a salary basis for a 40-hour workweek. District employees are paid semi-monthly, on the 10th and 25th of each month for a total of 24 pay periods annually.

Pay Policy & Pay Deductions

The law requires that OCUSD#220 make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. OCUSD#220 also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." OCUSD#220 matches the amount of Social Security taxes paid by each employee.

OCUSD#220 complies with applicable wage/hour laws and regulations and prohibits improper deductions made to any employee's paycheck. The law outlines certain pay deductions that may not be made from the pay of employees who are exempt from the overtime provisions of the law.

OCUSD#220 offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these benefit programs.

If an employee believes that an improper deduction from pay has been made or that a deduction is inconsistent with his exempt/salaried status, the employee should contact District Office staff. The employee is encouraged to include their association representative in the communication. Any complaint will be resolved within a reasonable time frame once all the facts have been evaluated. The employee will be reimbursed if an investigation reveals that there was an improper deduction from pay. We will take whatever action is deemed necessary to ensure compliance with this law in the future.

OCUSD#220 takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. Refer questions regarding pay deductions or pay calculations to your direct Supervisor or Department Head.

Meals and Breaks

All District #220 support staff employees (OESPA) who work 7 hours or more per day shall have one fifteen (15) minute break, for personal matters, for each half of their shift. Support staff that work less than 7 hours, but more than 3.5 hours shall have one fifteen (15) minute break. Breaks shall not be scheduled for the end of the day. Employees who work more than 5 hours a day will be given a duty free, uninterrupted, unpaid lunch period of not less than 30 minutes. *Refer to your professional agreement or collective bargaining agreement if applicable.*

Nursing Mothers Policy – All staff

The District accommodates employees who are nursing mothers according to state and federal law.

Smoking/Tobacco Use Policy – All staff

Smoking is prohibited throughout the District premises. The non-smoking policy applies equally to all employees and visitors.

Attendance and Punctuality

To maintain a safe and productive work environment, OCUSD#220 expects employees to be reliable and to be punctual in reporting for and completing scheduled work hours. Absenteeism and tardiness place a burden on other employees and on OCUSD#220. Employees who are unable to be at work must notify their direct supervisor (Building Principal or Support Staff Department Head). Appropriate methods of communication will be provided by the supervisor.

Exempt employees (non-union) are expected to maintain attendance at reasonable levels otherwise pay may be docked in accordance with federal, state, and local laws. In accordance with state and federal local laws exempt employees may also be subject to disciplinary action.

Poor attendance and excessive tardiness are disruptive.

Unauthorized Absence (No Call/No Show)

If you are a union member, and your union contract is different from this policy, please refer to your collective bargaining agreement. An employee on an unreported and unauthorized absence may be terminated after three consecutive workdays of such absence. Termination under such circumstances is considered to be initiated by the employee and will be recorded as a voluntary resignation.

Overtime – OESPA ONLY

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

Compensatory Time-Off – OESPA ONLY

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

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

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

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

1. The final regular rate received by such employee.

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

Implementation

The Superintendent or designee shall implement this policy in accordance with the FLSA. In the event of a conflict between the policy and the FLSA, the latter shall control.

Section 3: Benefits

Employee Benefits

OCUSD#220 offers benefits that provide a well-rounded level of protection for eligible employees and their qualified dependents. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

The terms and conditions of the employee benefit programs are governed by their respective plan documents. For more information regarding employee benefits, please feel free to speak to your direct Supervisor or Department Head.

The following employee benefit programs are currently available to eligible employees:

Benefit Offered	Benefit Eligibility
Vacation (Exempt Employees and OESPA)	<i>Administrators and Full Time Exempt – Immediately Full Year, Full Time OESPA Staff - eligible after 1600 hours worked in a fiscal year pro-rated down to 1200 hours worked in a fiscal year</i>
Sick Leave	Immediately
Holidays	Immediately
Health Insurance	1 st of the month following <i>the date of employment</i>
Dental Insurance	1 st of the month following <i>the date of employment</i>
Vision Insurance	1 st of the month following <i>the date of employment</i>
Life Insurance	1 st of the month following <i>the date of employment</i>
Short Term Disability	<i>Per IMRF for Non-Certified Employees Per TRS for Certified Employees</i>
Long Term Disability	<i>Per IMRF for Non-Certified Employees Per TRS for Certified Employees</i>
IMRF	Qualified employees must work at least 600 hours annually to be eligible
403(b) Retirement Plan	1 st payroll after completing enrollment into a qualified 403(b) plan
457 <i>nonqualified, tax advantaged deferred-compensation retirement plan</i>	1 st payroll after completing enrollment into a qualified 457 plan

The language in each benefit plan document controls the terms and conditions of each benefit. Details of each of these benefit plans including benefit amounts, limitations, and restrictions are summarized in the Summary Plan Description (SPD). Benefits eligible employees may generally participate in these programs on the 1st of the month following 30 days of employment. Due to Health Care Reform (the Patient Protection and Affordable Care Act), there may be other conditions under which employees may become eligible. Since Health Care Reform has become law, it has brought about significant implications for companies who offer health care coverage to employees and families. Please refer to the plan documents for further information.

Benefits Continuation (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under OCUSD#220's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee, a reduction in an employee's hours or a leave of absence, an employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary is responsible for the cost of coverage at OCUSD#220's group rates plus an administration fee. OCUSD#220 provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under OCUSD#220's health insurance plan. The notice contains important information about the employee's rights and obligations.

When an employee leaves our school district, we will notify the district's COBRA administrator. If COBRA documents are not received within a few weeks, please inquire with the district office for COBRA contact information.

Employees are required to provide OCUSD#220 with the most recent home address so that we may notify COBRA of the appropriate address.

At the time of plan separation, employees will receive a Certificate of Credible Coverage directly from our health insurance carrier. Employees will need this document to enroll in future group plans.

Medical and Genetic Information and the Right to Privacy

We understand that medical, genetic, and health information about employees (and their family members) is personal. We are committed to protecting medical and genetic information about each and every employee. Federal and state law requires that any medical or genetic information generated by our health or dental be treated with the strictest confidentiality and only be used for specific purposes. The health plan will provide employees with a notice, upon request, that will offer ways in which we may use and disclose medical information. It also describes our obligations and employee rights regarding the use and disclosure of medical information.

If the school district's health plan has access to protected health information, we will:

- Treat an employee's identifying medical information, protected genetic information, and information about a request for or the receipt of genetic services as confidential medical records. Also maintain such information separate from general personnel files.
- Give all employees this notice of our legal duties and privacy practices with respect to medical and genetic information about them.
- Follow the terms of the notice that is currently in effect.

The Genetic Information **Non-Disclosure** Act (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of applicants, employees or their family members. In order to comply with this law, do not provide any genetic information when responding to a request for medical information. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Other medical information maintained by the District that is not generated by one of the health plans listed above and is not covered by federal or state privacy laws is considered an employment record. The maintenance of these records may be covered by state and federal employment regulations. We are committed to protecting this medical information as well as assuring our employees that this information is kept separate from normal employment records. We will not use or release this information except as permitted by state and federal employment regulations.

Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for certificated staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

OCUSD#220 will comply with all state mandates regarding school staff training.

Recognition for Service

The Board of Education will periodically recognize those District employees who contribute significantly to the educational programs and welfare of the students.

Section 4: Leave and Approved Absences

Each of the provisions in this section applies to all educational support 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 agreement will control.

Personal Day - OESPA ONLY

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

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to their Supervisor or Department Head 3 days before the requested date.

Vacation Benefits for Non-Certified Unions - OESPA ONLY

Full-time 12 month Oregon Educational Support Personnel Association employees covered by this agreement shall be granted paid vacation time in accordance with the following schedule:

Years of Continuous Employment	Number of Vacation Days
After 1 year	10
After 3 years	11
After 4 years	12
After 5 years	13
After 6 years	14
After 7 years	15
After 15 years	20

All full-time 12-month Oregon Educational Support Personnel Association employees must work (excluding sick days, leaves, holidays, and all other absences) at least 1600 hours in any given District fiscal year (including the first year) to qualify for any paid vacation for that year. Employees who have worked less than 1600 hours but have worked 1400 hours or more shall receive 80% of the number of vacation days set out above; if they have worked 1200 hours but less than 1400 hours, they shall receive 60% of the number of days set out above. For vacation purposes only, the year shall be computed from the date of last hire, providing that such 1600 hours (or 1400 hours or 1200 hours as set out above) must be accumulated only during the District's fiscal year and therefore must be completed by June 30th. Any employee with unused vacation time on June 30, with approval of the Director of Custodians or Superintendent, will have up until the first day of student attendance to use the unused vacation time.

Non-Certified Union employees please refer to your agreement for additional information regarding vacation benefits and other leaves of absence.

All earned and unused vacation is to be paid to the employee upon termination.

<i>Sick and Bereavement Leave - OESPA ONLY – Certified staff should reference their OEA contract</i>

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

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

As a condition for paying sick leave after 3 days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, (4) a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than 3 days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Employees who are unable to be at work must notify their direct supervisor 1 hour before the scheduled start of their workday. The employee is required to make contact with your direct Supervisor or Department Head. Family members may only call in the event of an extreme situation. Employees should also be in contact with their supervisor on each additional day of absence.

Upon termination of employment, sick leave cannot be used after notice of separation has been given.

Accrued, unused sick leave will not be paid out at termination.

Note: Employees who are ill or unable to work may qualify for unpaid Family Medical Leave (FMLA) or Short-term Disability. See your direct Supervisor or Department Head for more information regarding this.

Special Note: In situations of planned or unplanned absence due to illness or injury a "Fitness for Duty" certification from the employee's physician may be required before the employee can return to work.

Holidays - OESPA ONLY

OCUSD#220 will grant paid holiday time off to all eligible employees in accordance with their collective bargaining agreement.

Religious Holidays

The Superintendent shall grant an employee's request for time off to observe a religious holiday if the employee gives at least 5 days prior notice and the absence will 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.

Additional Leaves of Absence

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Illinois Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3.

Unpaid Leaves of Absence

Please refer to the following current agreement: Collective Bargaining Agreement between Oregon Community Unit School District #220 and Oregon Educational Support Personnel Association, IEA/NEA, Oregon, Illinois.

Other Leaves

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

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

Temporary Illness or Temporary Incapacity

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

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

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

Any employee may be required to have an examination, at the District's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervisor to perform health examinations if the examination is job-related and consistent with business necessity.

Family/Medical Leave

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act, for up to a combined total of 12 weeks each year, beginning with the first day of FMLA leave and continuing on a rolling calendar.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered service member (defined herein) with a serious injury or illness. *The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered service member begins.*

While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave. All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

Basic FMLA Leave

- The birth and first-year care of a son or daughter.
- The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
- The serious health condition of an employee's spouse, child, or parent.
- The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
- The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. A "covered military member" must be either a member of a Reserve component or a retired member of the regular Armed Forces or Reserve. "Qualifying exigencies" exist in the following categories: short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, rest and recuperation, post-deployment activities, and additional activities as provided in the FMLA regulations.

- To care for the employee's spouse, child, parent, or next of kin who is a covered service member with a serious injury or illness. A "covered service member" is a member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty for which he or she is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list.

Definition of Immediate Family Members

Spouse: Spouse means a husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides, and same-sex marriage.

Parent: Parent means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents "in law."

Son or daughter: Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA leave is to commence.

In Loco Parentis: The FMLA regulations define in loco parentis as including those with day-to-day responsibilities to care for or financially support a child. Employees who have no biological or legal relationship with a child may, nonetheless, stand in loco parentis to the child and be entitled to FMLA leave. Similarly, an employee may take leave to care for someone who, although having no legal or biological relationship to the employee when the employee was a child, stood in loco parentis to the employee when the employee was a child, even if they have no legal or biological relationship.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks. (Board Policy 5:185)

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with FMLA regulations.

Military FMLA Leave

- Result of the active military duty of a family member (Qualified Exigency)

Eligible employees with a spouse, son (of any age), daughter (of any age), or parent on active duty in the Armed Forces or notified of an impending call to **active-duty** status in the National Guard or Reserves in support of a contingency operation may use FMLA leave to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post-deployment reintegration briefings.

- Care for a family member who is ill/injured due to military service (Military Caregiver)
- FMLA includes a special leave that permits eligible employees to take up to 26-weeks of leave to care for a covered service member during a single 12-month period. The single 12-month period begins on the first day an eligible employee takes military caregiver leave and ends 12 months after that date. An employee may take military caregiver leave to care for a spouse, son (of any age), daughter (of any age), parent, or next of kin, who is a current member of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty from which he or she is under medical treatment or a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

The covered service member incurs a serious illness or injury for purposes of the above paragraph when they are medically unfit to perform the duties of their office, grade, rank, or rating. The leave entitled described in the above paragraph applies on a per-covered service member, per-injury basis. However, no more than 26 weeks of leave may be taken within a single **12-month** period by any covered employee.

Any leave under the above paragraph and basic FMLA leave discussed above in combination shall not exceed 26 weeks during a 12-month period.

Definition of Serious Health Condition

A "*serious health condition*" referenced above in the Basic FMLA Leave and Active Duty Leave section above means an illness, injury, impairment, or physical or mental condition that involves:

- In-patient care (i.e., an overnight stay) in a hospital or other medical care facility (including any period of incapacity or any subsequent treatment in connection with such in-patient care).
- A period of incapacity of more than three consecutive full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves (1) treatment two or more times by a health care provider or under the supervision of a health care provider

within 30 days of the start of the incapacity, or (ii) treatment by a health care provider on at least one occasion within seven days of the start of the incapacity which results in a regimen of continuing treatment under the supervision of a health care provider.

- Any period of incapacity due to pregnancy, or for prenatal care.
- Any period of incapacity due to a chronic serious health condition requiring periodic visits of at least twice a year for treatment by a health care provider.
- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, during which the employee or qualified family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.
- Any period of absence to receive multiple treatments by a health care provider or under the supervision of a health care provider, either for restorative surgery after an accident or other injury, or for a condition that will likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

- The employee has been employed by the District for at least 12 months and has been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than 7 years before the date of the most recent hiring, except when the service break is due to National Guard or Reserve military service or when a written agreement exists concerning the District's intention to rehire the employee.
- The employee is a full-time classroom teacher.

Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice or as soon as reasonably practical before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave.

Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a certificate completed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a certificate completed by the employee's health care provider.
3. When the leave is to care for a covered service member with a serious illness or injury, the employee must provide a certificate completed by an authorized health care provider for the covered service member.
4. When the leave is because of a qualified exigency, the employee must provide a copy of the covered military member's active-duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the covered military member's active duty service.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification. (Board Policy 5:185)

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every 6 months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with duration in excess of 6 months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within 2 business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for 8 consecutive weeks whether he or she intends to return to work. (Board Policy 5:185)

Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

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

Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

Additional Information

OCUSD#220 will not interfere with, restrain, or deny the exercise of any right provided under the FMLA or discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA. For more details and information regarding other leaves of absences, please contact your direct Supervisor or Department Head.

Court/Jury or Witness Duty

The District will pay full salary during the time an employee is absent due to court or jury duty or, pursuant to a subpoena, serves as a witness or has a deposition taken in any school-related matter pending in court.

The District will deduct any fees that an employee receives for such duties, less mileage and meal expenses, from the employee's compensation, or make arrangements for the employee to endorse the fee check to the District. An employee should give at least 5 days' prior notice of pending court duty to the District.

For union employees please refer to your collective bargaining agreement.

Section 5: Technology***Phones, Faxes and Mail Systems***

Incoming and outgoing personal calls should be kept to a minimum. Employees may be required to reimburse OCUSD#220 for any charges resulting from personal use of our office and communication equipment including but not limited to phones, copy, and fax machines.

To ensure effective telephone communications, employees should always greet others in a friendly, courteous, and professional manner. Every employee is responsible for helping OCUSD#220 in maintaining a professional work environment.

Cellular phones and/or wireless communication devices should be used for work purposes while on duty. While we understand they are a common communication tool, they are a disruption to our business and personal use should be kept at a minimum. Please handle all personal phone calls and messages during breaks.

Any district issued equipment you use for school district business may be inspected or copied by the school district.

Copier and fax machine may not be used for personal reasons unless otherwise approved by a supervisor.

The use of OCUSD#220 paid postage for personal reasons is not permitted.

Computer, Intranet, and Email Usage

Computers, computer files, the email system, Intranet and software furnished to employees are OCUSD#220 properties and intended for business use. Employees should have no expectation of privacy when using the school district system. To ensure compliance with this policy, computer and email usage may be monitored. By using OCUSD#220's systems and equipment, employees expressly consent to the school district's monitoring policy and agree to comply with all limitations on and requirements regarding the use of such systems and equipment.

OCUSD#220 strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, consistent with other school district policies, OCUSD#220 prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale or otherwise violates the school district's harassment policy.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, the display or transmission of ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or discrimination.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

OCUSD#220 purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, OCUSD#220 does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. OCUSD#220 prohibits the illegal duplication of software and its related documentation. At no time are employees permitted to load programs onto our systems or download software from the Internet. If this activity is necessary for a **work-related** purpose, please request the program from your direct Supervisor or Department Head.

Employees should notify their direct Supervisor or Department Head upon learning of violations of this policy. Employees who violate this policy or unlawfully use the computer, email, Intranet, or related technology may be subject to disciplinary action.

Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by OCUSD#220 to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. Internet usage is intended for work purposes during work hours. Any duty-free or non-work related 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.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of OCUSD#220 and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

District equipment, services, and technology provided to access the Internet remain at all times the property of OCUSD#220. As such, OCUSD#220 reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not obtained authorization for its use; it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Abuse of the Internet access provided by OCUSD#220 in violation of law or OCUSD#220 policies may result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Stealing, using, or disclosing someone else's code or password without authorization
- Violating copyright law
- Failing to observe licensing agreements
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Jeopardizing the security of the school district's electronic communications systems
- Passing off personal views as representing those of the school district
- Engaging in any other illegal activities

Cameras and Other Recording Devices in the Workplace

OCUSD#220 understands that employees may own cameras, audio/video recording devices, and electronic communication devices with camera or audio/video recording functions, such as cell phones. To protect employee privacy and the school district's intellectual property and confidential and proprietary information, OCUSD#220 prohibits employee unauthorized use of cameras and audio/video recording devices in the workplace. Prior consent must be given by an administrator or supervisor to an employee whose position may require recording a student and/or staff event of the district. Such positions could include Public Relations Assistant, athletic coaches, and activity sponsors.

Any individual who posts publishes, displays, transmits or distributes photographs or audio/video recordings that are determined, in OCUSD#220's sole discretion, to be inappropriate or which violate this, or any other applicable OCUSD#220 policy may be subject to disciplinary action.

OCUSD#220 reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection, or protection of proprietary information.

Personal Technology and Social Media; Usage and Conduct

Definitions

Includes - Means “includes without limitation” or “includes but is not limited to.”

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes Facebook, LinkedIn, TikTok, Twitter, and YouTube.

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes smartphones such as BlackBerry®, android®, iPhone®, and other devices, such as, iPads® and iPods®.

Usage and Conduct

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

1. Adhere to the high standards for appropriate school relationships in policy 5:120, Ethics and Conduct 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 policy 5:20, Workplace Harassment Prohibited; 5:120, Ethics and Conduct; 6:235, Access to Electronic Networks; 7:20, Harassment of Students Prohibited; 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. Comply with policy 5:130, Responsibilities Concerning Internal Information. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.
5. Refrain from using the District’s logos without permission and follow Board policy 5:170, Copyright, and all District copyright compliance procedures.

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. Remember that electronic communications from district issued devices is subject to FOIA. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.

The Superintendent shall:

1. Inform District employees about this policy during the mandatory training on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, Ethics and Conduct.

2. Direct Building Principals to annually:

- a. Provide staff with information pertaining to this policy.

- b. Inform their building staff about the importance of maintaining high standards in their school relationships.

- c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action.

3. Build awareness of this policy with students, parents, and the community.

4. Ensure that no one for the District, or on its behalf, requests of an employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.

5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

Expectations for Communicating Electronically with Students

Oregon Community Unit School District recognizes that today's students are deeply engaged in electronic forms of communication for their daily interactions with friends, family, and their larger social networks. As educators, we too have turned to email, websites, blogs, text messaging, and use of social media websites such as Twitter, Facebook, and others to communicate with similar groups. Whereas these forms of communications are dynamic, mobile, and quickly reach their audience through technologies that have become an integral part of our online lives, they may, in many circumstances, not meet the public and professional standards for communicating with students that the Board set for staff here in OCUSD #220.

The expectations outlined in this document are designed for the purpose of:

1. **Protecting the students, staff, and the District;**
2. **Raising awareness of acceptable ways to use electronic communication tools when communicating with students; and**
3. **Raising awareness of the positive and negative outcomes that may result in using these tools with students.**

The following is a set of expectations that all members of the OCUSD #220 professional community are expected to adhere to when communicating with students electronically.

Does the communication pass the TAP Test?

Electronic communication with students should always be Transparent, Accessible, and Professional as defined below:

1. **The communication is transparent.** – ALL electronic communication between staff and students should be transparent. As a public school district, we are expected to maintain openness, visibility, and accountability with regards to all communications.
2. **The communication is accessible.** - ALL electronic communication between staff and students should be considered a matter of record (FOIA) part of the District archives, and/or may be accessible by others.
3. **The communication is professional.** – ALL electronic communication from staff to student should be written as a professional representing District 220. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of an OCUSD #220 professional. Always choose words that are courteous, conscientious, and generally businesslike in manner.

If your communication meets all three of the criteria above, then it is very likely that the method of communicating with students is very appropriate; moreover, encouraged.

Acceptable Communications Methods

PowerSchool - teachers will be able to communicate directly with students and parents regarding information related to real-time grades, attendance, comments, assignments, and much more right from their grade books.

District 220 Email - Use of District email is always a very appropriate way to communicate directly with students and parents. District email provides the staff member with a record of the communication. For this reason, only the district-provided email system (your @ocusd.net address) should be used. Please refer to the OCUSD220 Email Standards for best practice guidelines in its use. (Staff members experiencing difficulty receiving emails from students and parents via their District email account should first check their daily Spam Mail Summary to see if the emails have been inadvertently filtered. Should staff need further assistance, contact the IT Department.)

School Websites - The use of these District-provided tools is strongly encouraged. Their accessibility is ubiquitous, and their content is highly transparent.

Less Acceptable Communications Methods

Text Messaging - Nearly every student has a cell phone today and use of text messaging is rising sharply. This form of communication is typically between individuals and highly personal. Since texting is such a quick and convenient way of communication, a simple message may lead to an extended texting conversation that can get "off topic." **That said, staff members should be aware that text messaging between a staff member and an individual student can easily be misinterpreted by a parent.**

If a teacher, coach/sponsor plans to use texting for immediate and urgent contact with students/team members, they must be transparent about such use. He/she must make parents aware at the beginning of the school year or season that he/she may use texting.

Unacceptable Communications Methods

Non-District Email Accounts – District 220 employees should never use personal email accounts to communicate with students about school matters. Coaches who are not employed during the school day in another position within the district and have not been issued an "ocusd.net" e-mail address, will be allowed to use personal e-mail accounts to communicate about students matters only during school hours, no after hour use will be permitted.

Online Games and Related Activities – While many people enjoy a variety of gaming systems (Wii, Xbox, etc.) and recreational websites that allow them to compete with others through the Internet, this is not an acceptable activity for staff members to engage in with students.

Using Facebook

How about setting up a Facebook Fan Page for my student groups?

A Facebook Fan Page, not a Facebook Group, can be appropriate as a supplemental method of communicating electronically with student groups if it is set up correctly. Unlike Facebook groups, Fan pages are visible to unregistered students and parents and thus indexed and easier to find. Be sure to follow the same District guidelines for publishing content to any website, in that photos of students are not posted in conjunction with their names or other personally identifiable information. Make sure that your settings do not allow fans to be able to post comments, photos, videos or links to your wall, and that only you have control over the content. Use your “@ocusd.net” email address to register as contact for the page so that any feedback or comments on the page are sent to the District, not to any personal email addresses.

If you decide to establish a fan page, be sure to notify the parents of your students that you’ll be using this site to communicate information for your group in addition to your other methods (websites, email, formal letters, etc.) and that these pages may contain commercial advertising that is not endorsed by the District. Since not every student has a Facebook page or even access to Facebook, you must consider this when posting to your page. District 220 cannot require students to have Facebook accounts, as this should be a family decision. Therefore, you must make any information posted on Facebook accessible to non-Facebook users by alternate means.

Important Reminders/Recommendations for Employees who use Facebook, Twitter, or other Social Media Sites for Personal Purposes

Staff members who are presently using Facebook to communicate with friends, family and their personal networks, are encouraged to ensure that their privacy settings are set to “Only Friends.” If the “Friends of Friends” or “Networks and Friends” settings are used, staff members open their content to a much larger group of people, including students and parents. **Staff members should never “friend” students who are currently enrolled in District 220, nor should you accept their “friend requests.”** “The wall between the role of a public educator and personal friendships with students should always be visible and strongly communicated.

Any content staff members publish, pictures they post, or dialogue they maintain, whether in Facebook, Twitter, a blog, a discussion thread or other website, should never compromise the professionalism, integrity and ethics in their role as an OCUSD #220 professional. A good question that staff members should ask themselves before posting or emailing a message is, “Would I mind if that information appeared on the front page of the local newspaper?” If the answer is “yes,” then do not post it. Contrary to what some people think, email and social networking sites are very public places.

Staff members should contact their building Principal, Director of Technology, or Superintendent with any questions.

Section 6: Professional Conduct and Other Information

Personal Appearance

Union employees please refer to your collective bargaining agreement.

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image OCUSD#220 presents to the community.

During business hours or when representing OCUSD#220, all employees are expected to dress appropriate and in a professional manner. All employees are expected to dress and groom according to the requirements of each position and acceptable social standards.

If a supervisor or manager feels any employee's personal appearance is inappropriate, that employee may be asked to leave the workplace to properly dress and groom.

Evaluations

The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in Board of Education policies as well as in compliance with State law and any applicable collective bargaining agreement. All union employees should refer to the evaluations section of their collective bargaining agreement.

Return of Property

Employees are responsible for all OCUSD#220's property, materials, or written information issued to them or in their possession or control. This includes but is not limited to laptop computers, credit cards, ID badges/cards, and keys/keycards to the premises. Employees who are provided such employer-owned equipment or property have an obligation and responsibility to protect such items from being lost, damaged, or stolen. Any such incidences must be reported immediately to your direct Supervisor or Department Head.

Employees must return all OCUSD#220 property immediately upon request or upon termination of employment. Where permitted by applicable laws, OCUSD#220 may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. OCUSD#220 may also take all action deemed appropriate to recover or protect its property, subject to applicable law.

Solicitation, Distribution and Posting

OCUSD#220 prohibits any employee from soliciting, collecting from, or selling to any other employee during the working time of the soliciting employee or of the employee being solicited without prior approval from the Superintendent. "Working time" means the time during which either the soliciting or solicited employee should be working but does not include mealtimes, break periods, or other periods when employees are not actively at work.

OCUSD#220 also prohibits any employee from distributing literature, pamphlets, or other materials to any other employee in work areas without prior approval from the Superintendent. "Work areas" means all areas in which employees normally work, confer, or conduct business but does not include the kitchen, restrooms, or any other area specifically designated for non-work purposes.

Persons not employed by OCUSD#220 are not allowed to trespass on Company property, solicit or distribute pamphlets or other materials, or sell to employees on Company property for any purpose at any time. Please notify the Superintendent if you observe any violation of this policy.

Giving and Accepting Gifts

In order to maintain the highest ethical standards in the conduct of our school district, employees may not give or accept gifts or favors from anyone which could be construed to influence their judgment or conduct in any school district dealings or performance of their job. This prohibition does not apply to entertainment at a luncheon or meeting or awards by charitable or civic organizations or gifts of nominal value on special occasions.

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

For more details regarding this policy refer to the Ethics and Gift Ban, Board policy 2:105, on the website at www.ocusd.net. Any questions as to the appropriateness of a gift should be discussed with your direct Supervisor or Department Head.

An employee must always decline a gift where there would be even the slightest implication of influence on any school district dealings.

Section 7: Safety**Violence**

It is OCUSD#220's policy to provide a workplace that is safe and free from all threatening and intimidating conduct. Therefore, OCUSD#220 will not tolerate violence or threats of violence in any form in the workplace, at work-related functions or outside of work if it affects the workplace. Casual remarks, jokes, horseplay, or "unintentional" conduct will be taken seriously. This policy applies to all OCUSD#220 employees, clients, customers, vendors, and persons doing business with OCUSD#220.

It will be a violation of this policy for any individual to engage in any conduct, verbal or physical, that intimidates, threatens physical harm, endangers, or creates the perception of intent to harm students, staff members, volunteers, visitors or property. Conduct that falls under this policy includes, but is not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (e.g., in or by writing, email, phone, or fax).
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a coworker.
- Possession of firearms or any other lethal weapon on school district property, in a vehicle being used on school district business, in any school district owned or leased parking facility or at work-related functions, subject to applicable federal, state and local laws. This prohibition applies regardless of whether an individual possesses a license to carry or possess such weapons, concealed or otherwise. OCUSD#220 will administer this policy consistent with any applicable state laws.
- Any other conduct or acts management believes represent an imminent or potential danger to workplace safety/security.

Employees who believe they have been threatened or intimidated, or who believe they have witnessed or overheard conduct violating this policy should report it immediately to their direct Supervisor, Department Head or Superintendent. OCUSD#220 will promptly investigate any reported occurrences or threats of violence. Violations of this policy will result in disciplinary action. Where such actions involve non-employees, OCUSD#220 will take appropriate actions based on the circumstances. Where appropriate and/or necessary, OCUSD#220 will take whatever legal actions are available and necessary to stop the conduct and protect OCUSD#220 students, staff members, volunteers, visitors, or property. Refer to the district website or if you are a union member refer to your collective bargaining agreement for more information.

Emergency School Closing

In the case of a pandemic, any decision for an emergency school closing will be made by the Superintendent in consultation with and, if necessary, at the direction of the District's local health department, emergency management agencies, and Regional Office of Education.

Refer to the District Website for the full School Board Policy.

Accident/Injury Reporting

If anyone has an accident/injury on the job, report the accident immediately to a Supervisor or Department Head. **If unable to report it immediately, employees must report it to the appropriate parties within 24 hours of the date and time of the accident. An IL Form 45 - employee first report of injury - must be completed upon report of injury.** This must include the name of the person injured and the location of the accident along with details of the injury and its seriousness.

Vehicle Safety

If you drive for school district business, in a district vehicle or while transporting students you are required to wear a seatbelt (in accordance with state law) and avoid any distractions while operating a vehicle including but not limited to:

- Using wireless communication devices, including cell phones and text messaging functions
- Eating or drinking of any kind
- Listening to loud music
- Involved/distracting conversations with passengers
- Reading
- Any other activities that would impair your ability to concentrate on driving safely

If you need to use a wireless communication device for any reason you should stop driving and park the vehicle in a safe area before using the device. Employees are required to follow all applicable federal, state, and local laws while operating a vehicle.

As required by our insurance carrier, OCUSD#220 may verify employee driving records on an as needed basis. Employees who drive for school district business are also required to carry a valid driver's license as well as registration and proof of insurance.

If you drive for school district business and your license is suspended or if you stop maintaining insurance for any reason, you are required to notify the Superintendent immediately. If your license/insurance is suspended, you cannot use your vehicle for OCUSD#220 business or a school district vehicle for school district business.

Workplace Monitoring and Inspections

OCUSD#220 reserves the right to search with or without notice any employee's office, desk, files, locker, districted owned computer, e-mails, voicemails on district owned phones, and district issued technology. It should be noted that all offices, desks, files, lockers, and so forth, are the property of OCUSD#220 and are issued to employees for business use and only during their employment with OCUSD#220. Employees should have no expectations of privacy as it relates to them using district issued equipment or technology. Searches and inspections of district owned property may be conducted at any time at the discretion of OCUSD#220 in accordance with applicable state law.

*Section 8: Acknowledgement Form***EMPLOYEE RECEIPT ACKNOWLEDGEMENT FORM**

The employee handbook dated July 1, 2017, describes important information about OCUSD#220 and I understand that I should consult a direct Supervisor or Association representative regarding any questions not answered in the handbook. I understand that it is my responsibility to review the handbook and be familiar with all policies. I acknowledge that if there is any policy or provision in the handbook that I do not understand, I should seek clarification from a direct Supervisor.

I acknowledge that this handbook is not a contract of employment and is not a **legally binding** agreement. I have met with my supervisor or district office personnel and have been provided information regarding the handbook. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it in the future.

Each of the provisions in the handbook applies to all personnel to the extent that it does not conflict with the other applicable articles in the collective bargaining agreement, benefit plan, or Board policy; in the event of a conflict, such provision is severable and the applicable article in the bargaining agreement, benefit plan, or Board policy will control. Any changes in the handbook will follow applicable labor law.

Disregarding or failing to comply with the policies in this employee handbook could lead to disciplinary actions and procedures that adhere to the provisions of the state and federal laws, district policies and applicable collective bargaining agreements.

I acknowledge receipt of the district handbook.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE RECEIVED: _____