

DIXON PUBLIC SCHOOLS #170

**NON-UNION
EDUCATIONAL SUPPORT
PERSONNEL
HANDBOOK**

Revised March, 2012

TABLE OF CONTENTS

	Page
I. <u>WELCOME</u>	1
II. <u>GENERAL INTRODUCTION</u>	1
III. <u>HIRING PROCESS</u>	2
A. Civil Rights Compliance.....	2
B. Job Descriptions.....	2
C. Vacancy Procedures.....	3
D. Selection.....	4
E. Notice of Assignment.....	4
F. Employment Classification.....	4
IV. <u>INSURANCE AND COMPENSATION</u>	4
A. Insurances.....	4
B. Compensation/Payroll Information.....	5
C. IMRF (Illinois Municipal Retirement Fund).....	6
V. <u>WORKING CONDITIONS</u>	6
A. Work year/work hours.....	6
B. Substitutes.....	6
C. Breaks.....	6
D. Workdays.....	6
E. Emergency Days.....	7
VI. <u>EVALUATIONS AND DISCIPLINE</u>	7
A. Evaluation Procedures.....	7
B. Discipline/Discharge.....	7
VII. <u>LEAVES OF ABSENCE</u>	8
A. Sick Leave.....	8
B. Sick Leave Bank.....	9
C. Personal Leave.....	10
D. Unpaid Leave/Extended Leave.....	11
E. Military Leave.....	11
F. Jury Duty.....	11
G. Worker's Compensation.....	12
H. Vacations.....	12

I. Holidays.....	13
J. Family Medical Leave Act (FMLA).....	13
VIII. <u>WORK ASSIGNMENT CHANGES</u>	13
A. Promotions.....	13
B. Transfers.....	13
C. Employment At-Will.....	13
VIX. <u>INSURANCE COVERAGE CONTINUATION</u>	14
A. Retirement.....	14
B. Resignation.....	15
C. Reduction in Support Positions in District.....	15
D. COBRA.....	15
X. <u>PERSONNEL RECORDS</u>	16
A. Personnel File Access.....	16
XI. <u>EMPLOYEE CONCERNS</u>	16
XII. <u>MISCELLANEOUS</u>	17
A. Acceptance of Gifts.....	17
B. In-service Training.....	17
C. School Property.....	17
D. Use of Tobacco Products.....	17
E. Telephone Use.....	17
F. Dress Guidelines.....	18

DIXON PUBLIC SCHOOLS #170
“A Place to Grow”

NON-UNION EDUCATIONAL SUPPORT PERSONNEL HANDBOOK

Employees of the school District who are not required to have teaching certificates are categorized as educational support personnel.

Included in the non-union educational support personnel category are secretaries, bookkeepers, custodians, maintenance employees, cafeteria supervisors, clerical assistants, health assistants, crossing guards, support personnel supervisors, summer workers, and all other employees not included in a collective bargaining unit.

I. WELCOME

Welcome to Dixon Public Schools District No. 170, Lee and Ogle Counties, Illinois. The Board of Education expects that you will make every effort to work together with the rest of the District’s employees for the benefit of students. Regardless of your previous work experience, a new job and a new employer require certain adjustments. This handbook was developed in hopes of making these adjustments easier for you. A good faith effort has been made to provide as much information as possible. Between this handbook and the Board Policy Manual most of your questions should be answered. The Board Policy Manual can be found on our website, under the “District” link – “News & Information” – “Policy Manual”.

If you have other questions about your responsibilities, please contact your immediate supervisor.

II. GENERAL INTRODUCTION

Dixon Public School District No. 170 is a large, highly visible local employer. The District is large, in business terms, because of the millions of tax dollars it expends annually for personnel, educational programs, buildings, transportation and other related items. The District is highly visible due to the thousands of community members directly involved in District programs as Board of Education members, as employees, as students, as family members of students, and as volunteers. You, as an employee of the District, have a great opportunity to foster a positive impression for the District. You can have an impact on how the public views its schools. You are encouraged to conduct yourself in such a manner that your actions and speech do not interfere with other District employees as they carry out their responsibilities. You are encouraged to use the appropriate channels available within the District to make suggestions for improving the ways the District delivers services to the community.

The contents of this handbook are intended to provide you with information about school District policies and operating procedures that affect you. You are responsible

for reading and understanding this manual. If questions remain after reviewing the booklets' contents, please contact your immediate supervisor.

The "Non-Union Educational Support Personnel Handbook" is not intended and shall not be deemed to be a contract for employment. Any provision herein may be changed by the District at any time, with or without notice, at the District's sole and absolute discretion. Nothing in this Handbook will be deemed to create an employment relationship that is other than one "at will."

Note: We use the term "fiscal year" throughout this policy, "fiscal year" means the period commencing July 1 and ending June 30.

III. HIRING PROCESS

(For more information see Board Policy 5:30)

A. Civil Rights Compliance

The school District is an equal opportunity employer.

The Board of Education shall not discriminate in employment on the basis of race, color, religion, national origin, alien, age, sex, ancestry, marital status, physical or mental handicap unrelated to ability or unfavorable military discharge.

For additional information, please refer to Board Policy 2:260.

B. Job Descriptions

All support staff work positions have an accompanying written job description that provides information about the specific employment position. This information identifies:

- a. Job title
- b. Job qualifications
- c. Who the employee reports to
- d. Who the employee supervises
- e. Statement of purpose
- f. Performance responsibilities
- g. Terms of employment
- h. Who evaluates the worker and when

Educational support employees should familiarize themselves with the job description appropriate to their employment position. The employee's immediate supervisor may be asked to furnish the employee his or her job description.

C. Vacancy Procedures

When a non-union support personnel vacancy exists, the following procedures will be used in filling that vacancy:

1. Vacancies shall be posted in each building in a visible area; emailed to “all” staff members; and may also be posted to the District’s website and/or advertised outside the District.
2. Vacancy postings shall include the duties and qualifications of the job, and the procedure for applying.
3. The qualified applicant may be interviewed by the staff member or supervisor under whom the applicant will work. This interviewer’s recommendation will be important in the selection process.
4. The applicant’s references will be checked.
5. The Illinois School Code, 105 ILCS 5/24-5, Physical fitness and professional growth (as amended July 28, 2005):

“School boards shall require of new employees evidence of physical fitness to perform duties assigned and freedom from communicable disease, including tuberculosis. Such evidence shall consist of a physical examination and a tuberculin skin test and, if appropriate, an x-ray, made by a physician licensed in Illinois or any other state to practice medicine and surgery in all its branches, 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 to perform health examinations by his or her supervising physician not more than 90 days preceding time of presentation to the board and cost of such examination shall rest with the employee. The board may from time to time require an examination of any employee by a physician licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician and shall pay the expenses thereof from school funds.

6. All new employees will be required to get a fingerprint background check, paid for by the District.

D. Selection

All selections for jobs are made on the basis of individual qualifications and employment history of the applicant. Qualifications may vary according to the job classification. The District prefers not to place persons in positions where they are supervised by an immediate family member. Promotions are based upon qualifications and past performance.

The Superintendent will recommend candidates for positions in the schools to the Board of Education.

E. Notice of Assignment

The Superintendent shall assign all employees to the various work sites in the District.

F. Employment Classification

Employees will be classified as full-time, part-time, or temporary employees as appropriate.

A full-time employee is a classified employee who works twenty (20) hours or more per week on at least a nine (9) month or more scheduled basis.

A part-time employee is scheduled to work for fewer than twenty (20) hours per week throughout the school year.

A temporary employee is one who is employed for a nonpermanent duration of less than three months, usually – although not always – on a substitute basis.

IV. INSURANCE AND COMPENSATION

The Board of Education selects the compensation and insurance plans.

A. Insurances

The school District provides each full-time employee and his/her family with comprehensive major medical insurance coverage; *premiums will be established annually by the Board of Education.* A document titled “Dixon Unit School District No. 170 Employee Benefit Booklet” describes insurance coverage details. The booklet is available to each employee when employment forms are completed. Replacement copies of this booklet can be found on the District’s website. Answers to insurance questions can be obtained from the office of the District Coordinator.

The District shall provide a life insurance and accidental death and dismemberment plan of \$20,000 for all full-time classified personnel. Additional life insurance for the employee, their spouse or partner, and dependent children may be purchased at the employees' expense.

The Board will offer an optical and dental insurance program to the employees at the employees' expense.

The FLEX 125 Plan is available for full-time classified employees. Enrollment takes place in November for an effective date of January 1st.

B. Compensation/Payroll information

The Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance.

Pay Schedule

The school District issues payroll checks through the business office on the 15th and the last working day of the month. If these dates fall on a weekend or a holiday, paychecks will be issued the business day prior to this date. The District offers Direct Deposit for employee's wages to be directly deposited rather than be issued a paycheck. The employee receives a voucher showing their wage and deduction information.

Deductions

Non-certified employees' gross wages may be reduced by the following deductions: social security, insurance premiums, and, if the employee qualifies, an additional percentage for Illinois Municipal Retirement Fund. These withholdings are shown on information that accompanies each paycheck. Other deductions that may be taken from an employee's gross wages, if the employee so designates, could include United Way or 403b contributions.

Time Clock

Hourly support personnel will be required to clock in and out in the building that they are assigned. The employee's immediate supervisor must approve their time before it is sent to the business office.

Overtime

If entitled to overtime pay under federal and state law, full-time employees shall be paid one and one-half (1 1/2) times their regular straight time hourly rate of pay for all authorized hours in the same classification of work in excess of forty (40) worked hours in a workweek. Overtime must be authorized by the Superintendent or his or her designee in writing. Paid time off for sick

leave or other paid leaves shall not be counted as time worked in computing the forty (40) hours per week requirement.

Rate Increases Following Entry Placement

An employee who starts work at any time between the start of a school year and January 31 will receive his or her first annual hourly rate increase at the start of the next school year. An employee who starts work after January 31 in any school year will receive his or her first annual hourly rate increase at the start of the second school year after his or her start date.

C. Illinois Municipal Retirement Fund (IMRF)

The Illinois Municipal Retirement Fund provides employees of local governments and school Districts with a system for the payment of retirement annuities, disability and death benefits. These benefits are in addition to those provided by Social Security. You are considered an “IMRF Participating Member” if your job requires 600 or more hours in a year. As an “IMRF Participating Member” you pay a percentage of your earnings to IMRF. This amount is automatically deducted from your check per pay period. The school District also makes a contribution to IMRF on your behalf. Questions on IMRF can be asked of school business office personnel.

V. WORKING CONDITIONS

A. Work year/work hours

The work year and work hours for all employees are specified on the individual employment statement to each employee when first employed and on an annual basis thereafter. Upon approval of the administrative supervisor, and concurrence of the Superintendent, the traditional starting time/lunch hour schedule(s) of positions may be adjusted.

B. Substitutes

Substitutes shall work the same number of hours as the employee they are replacing, and shall receive pay for only the actual hours worked.

C. Breaks

Employees shall be allowed a break from work activities during both the morning and afternoon. Each break shall last fifteen (15) minutes.

D. Workdays

Workdays for office employees include all weekdays except those designated as holidays in the annual school calendar. All twelve (12) month clerical, as

well as all custodial and maintenance staff, are expected to work normal schedules on days designated as Teachers' Institutes.

E. Emergency Days

When classes are cancelled, 12-month **hourly** employees (those who clock in and out) have the option of reporting to work or not reporting to work. To be paid for the day, the employee must work the day, or use a personal or vacation day. Employees who work less than 12 months, the day will be made up later in the school year. The 12-month hourly employee must notify their immediate supervisor if they choose not to work and take a personal or vacation day.

VI. EVALUATIONS AND DISCIPLINE

A. Evaluation Procedures

Each employee will be evaluated annually, in a process that will be explained by building administrators to evaluatees by October 1 of the evaluation year and using forms that are consistent for individuals performing essentially the same job. Evaluations will be completed and discussed with employees by May 25 of the evaluation year. While the immediate supervisor will be the primary source for evaluative recommendations on the evaluation form, a building administrator will complete the final evaluation form after receiving input from the immediate supervisor, if applicable, and will hold an evaluative conference with the employee at the end of the year.

The evaluation will generally cover such matters as (1) specific work assignment; (2) behavior-toward children; (3) behavior toward public education; (4) attitude toward supervisor, teachers, and fellow employees; and (5) work habits.

B. Discipline/Discharge

It is the policy of Dixon Public Schools to formulate, promulgate, and enforce those policies, rules, and regulations that are essential to the safe and efficient conduct of the District's operations. This policy is intended to ensure fair and consistent disciplinary actions through prompt, thorough, objective investigation of all infractions, and apply discipline in a manner consistent with the offense.

If an employee's conduct does not conform with the philosophy of the District, disciplinary action may take the form of a verbal warning, a written warning, demotion to duties of less responsibility, temporary suspension without pay, or discharge from employment.

Suspension or discharge shall include, but not be limited, to the following:

1. Insubordination
2. Dishonesty
3. Possession, consumption or delivery of alcoholic beverages on school property
4. Possession, use (except by physician's prescription) or delivery of behavior affecting drugs, or controlled substance on or off school property
5. Actions dangerous to other employees and/or students
6. Unauthorized absence
7. Conviction of a criminal act
8. Disorderly or immoral conduct
9. Incompetence or inefficiency
10. Neglect of duty
11. Negligence or willful damage to public property or waste of public supplies and equipment
12. Violation of District policy
13. Violation of employment agreement
14. Failure to adequately perform job.

VII. LEAVES OF ABSENCE

A. Sick Leave

Each employee who works a full school year shall receive a total of fifteen (15) sick leave days with full pay for the school year.

Part-time employees shall receive ten (10) sick leave days.

If an employee does not serve a full term of a yearly contract, such leave shall be prorated in proportion to the time.

Dixon School District 170 allows an accumulation of up to 250 days of unused sick leave for a non-union, ten-month employee and an accumulation to 255 days for non-union, twelve-month employee.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption as set forth in Section 5/24-6 of the *School Code*, 105 ILCS 5/24-6. Members of the "immediate family or household" shall include parents, spouse, siblings, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians and, in cases of death, daughters-in-laws, sons-in-law, uncles, aunts, nephews, nieces, and step-children. Sick leave may be used only in half day or full day increments.

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

B. Sick Leave Bank

The Board shall establish a Sick Leave Bank for the educational support personnel of the District to be used solely for an employee's own personal illness. The Board agrees to add two hundred-forty (240) days each year to the Sick Leave Bank.

Any educational support personnel employed in the District shall be entitled to draw sick leave days from the Bank for his/her own personal illness, provided the employee has used all his/her accumulated sick leave days and has been absent from school for at least thirty (30) school days for the same illness. The maximum number of any days that can be granted to an employee is one hundred (100) days per illness. In no case will the granting of leave from the Bank cause a member to receive more than his or her annual salary. Sick Leave may not be granted for the period of disability when monies are paid to the employee under the Worker's Compensation Law. Time spent on such sick leave days shall be considered as continuous service.

A Sick Leave Committee will be established to act as the governing body for the administration of the sick leave bank. The Committee shall consist of two (2) employees named by the Association, and an administrator named by the Board, and may consist of two (2) additional educational support personnel.

The Sick Leave Bank Committee shall have the responsibility of reviewing member applications, initially verifying the validity of applications, recommending approval or denial of the applications, and communicating its recommendation to the employee and the Superintendent's office. The Committee shall also maintain the records of all applications and use of the Sick Leave Bank. The Committee shall develop rules of procedure for administration of the Sick Leave Bank and annually review the guidelines.

The Superintendent shall have the responsibility to maintain records of the status of the bank to verify information regarding the personal illness of the

employee and to make the final decision on the application. The Superintendent shall report the status of the Sick Leave Bank and any decision upon the request of the Committee. The Superintendent shall provide to the Committee, upon its request, any data the District has maintained in its file with regard to the usage of the Sick Leave Bank.

Application for use of the bank shall be submitted in writing to the Sick Leave Bank Committee. The application must be accompanied by a physician's statement confirming the application. If an application is for other than consecutive days of illness, a separate application including a physician's statement should be submitted for each separate period of illness. If a member does not use all of the days granted, the unused days will be returned to the bank.

All requests to draw upon the Sick Leave Bank must be made in writing and submitted to the Committee at least thirty (30) calendar days prior to the employee's anticipated use of the Bank. (Note: In extreme and unusual cases, exceptions may be approved.) Granting of leave shall be made in units of no more than thirty (30) consecutive days. After a member has drawn and used thirty (30) consecutive sick days the member may apply for more days and shall be required to have a physician's report.

A member submitting an application may be required to undergo a medical review by a physician. The physician's report is to be sent directly to the Superintendent before he or she may approve the member's application for an additional grant from the Sick Leave Bank.

The existence of the Sick Leave Bank does not negate or eliminate any other sick leave policies of District #170 nor does it in any way negate a member's right to other sick leave benefits included in this Agreement.

C. Personal Leave

An employee will receive two (2) days of personal leave per year. Such personal leave shall be used only for urgent business or family matters that require the employee's presence during the school day and are of such a nature that they cannot be transacted at another time, such as on the weekend, after work hours or during vacation periods. Personal leave days of employees working fewer than five days a week shall be prorated. Notification of such leave shall be submitted to the Superintendent of schools at least two (2) calendar days in advance of the absence except in cases of emergency when the explanation may be submitted after the absence. The day immediately preceding or immediately following (i) a legal holiday or (ii) as school vacation period, or the first and last day of each semester, shall not be recognized as a personal leave day, except in cases of emergency or extenuating circumstances of a personal nature which the Superintendent

determines to be legitimate and requires such absence. Unused personal days shall accumulate as unused sick days at the end of each school year.

D. Unpaid Leave/Extended Leave

Requesting Unpaid Leave

If an unpaid extended sick leave or a unpaid personal leave (an “Unpaid Leave”) is desired, the employee shall arrange for a meeting with the building principal, the Superintendent or his designee. The purpose of the conference will be to determine a reasonable period of leave, and said leave request must then be submitted to the Board of Education for its approval. Any request for an Unpaid Leave based upon personal medical reasons shall be accompanied by a physician’s statement indicating a medical disability.

District Consideration of Unpaid Leave Request

The District may in its sole discretion grant, deny, or extend any Unpaid Leave under any conditions deemed appropriate. The granting, denying, or extension of any Unpaid Leave shall not be precedential with respect to any other request for Unpaid Leave by an employee, and the District’s decision shall not be subject to the grievance process.

Plan for Unpaid Leave

After consultation with the employee, the Superintendent or his designee shall prepare a plan for the commencement and termination of any Unpaid Leave recommended for approval, taking into consideration maintenance of continuity and quality of the related District programs or needs of the District as a primary criteria, duration of the leave requested, availability of qualified substitutes, and other pertinent factors related to the request. Such leaves shall commence upon 1) the date agreed upon by the Superintendent or designee and the employee, 2) in cases of anticipated disability, no later than 30 (thirty) calendar days prior to the anticipated date of disability, or 3) the actual date of disability, whichever shall occur first.

E. Military Leave

The District shall grant leaves of absences for military service in accordance with applicable state and federal laws.

F. Jury Duty

When jury duty causes a loss of work time, the employee shall receive his/her regular salary and the employee shall transfer to the District all compensation received for jury duty, excluding any payments for travel or meals. When jury duty does not conflict with the regularly scheduled work hours of the employee, then the employee shall retain any compensation received for jury duty.

G. Worker's Compensation

Every employee is covered by Worker's Compensation Insurance for injuries sustained on the job. An employee who is injured must report the injury to his/her immediate supervisor at once and their supervisor or building nurse needs to complete the "Employee's Accident and Injury Investigation" form (available from immediate supervisor or the District Coordinator). If the employee visits a doctor or the hospital for treatment of the injury, he/she must complete the "Authorization for Medical Records and Reports, and On the Job Injury Referral" forms (please include name and address of Doctor.)

Absence due to a work-connected injury shall not be deducted from the employee's sick leave for the first thirty (30) working days following such injury. Payment during said thirty (30) working days shall be based upon full salary less a credit to the District for any payments received by the employee for income benefits under the Illinois Worker's Compensation Act. If an employee is absent longer than said thirty (30) day period, the employee may use one-third (1/3) of a sick leave day for each day the employee is absent in order to obtain the employee's regular full salary.

H. Vacations

All twelve-month employees earn vacation time except an employee on a leave of absence.

An employee is eligible for two weeks (ten workdays) vacation after completing each of the first five years of employment. A first year employee shall be eligible for five (5) days vacation after six (6) months employment completed on or before June 30. Any unused portion of this vacation time will be added to the first two-week vacation for which that employee is eligible.

One additional day of vacation is earned each year after the sixth fiscal year of continuous employment until a maximum of 20 vacation days per year has been earned. Thereafter the employee is eligible for four weeks (twenty workdays) per year.

Part-time employees (work fewer than 20 hours per week) do not earn vacation on a prorated basis.

Vacation is to be taken in the fifteen (15) calendar months following the year in which it is earned, but at a time during that period which does not require a substitute.

Vacation time must be forfeited at the end of the fifteen (15) calendar month period following the period in which it is earned. Vacation time may not be carried over, without the consent of the Superintendent.

A person whose employment is terminated after a minimum of twelve (12) consecutive calendar months will be paid for unused vacation time earned during that time period.

Approval for all vacation must be secured from the Superintendent, or his/her designee, using the District form for vacation request.

I. Holidays

Holidays observed by the District are listed on the annual school calendar approved by the Board of Education.

J. Family Medical Leave Act (FMLA)

Family Medical Leave may be available as provided in the District's Family and Medical Leave Act policy. Please see Board Policy 5:185.

VIII. WORK ASSIGNMENT CHANGES

A. Promotions

The District considers it important that employees be afforded consideration toward promotion as opportunities for promotion become available in areas in which the employee may be qualified. Final decisions on promotion are made by the Board, based on recommendations of administration.

B. Transfers

Transfer opportunities should first be discussed by an employee with his/her current supervisor after a position vacancy has been posted. Any official transfer request must be in writing and must state the reason for the requested transfer. Once the immediate supervisor has been notified, the employee should fill out the formal application papers for the position and submit the same to the appropriate supervisor. In general, transfers will be approved by the Superintendent.

C. Employment At-Will

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at

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

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing non-certificated employees at-will but shall maintain a record of positions or employees who are not at-will and the reason for the exception.

VIX. INSURANCE COVERAGE CONTINUATION

A. Retirement

Dixon School District employees taking retirement may retain the health and/or life insurance coverage of the District's group insurance program up to age sixty-five (65). In order to be eligible to continue these coverages, an employee must meet both of the following qualifications:

1. Be at least fifty-five (55) years of age at the time of retirement.
2. Have completed at least three (3) full years of consecutive full-time employment in the school District immediately prior to taking retirement (the definition of a full year of work shall be that an employee has fulfilled terms of a contract issued for work required between July 1 and June 30 of a fiscal year). Full-time equivalent status requires that the employee work twenty (20) hours or more per week.

The employee will be covered with the group insurance through June of the year the employee retires, if the retirement is effective the last day of the school year. If board approval is secured for a retirement occurring during the year, coverage by the District's group insurance will continue through the last day of the month during which the retirement becomes effective.

Retirees choosing to retain insurance coverage must pay the total premium due for such coverage. The premium(s) must be paid to the District one week in advance of the month for which the insurance payment is due. The retiree must assume responsibility for paying the initial premium(s) during the month when the retirement becomes effective. The District offers retirees the option to have their retiree insurance monthly premium to be automatically deducted from their checking or savings account.

Failure to comply with this requirement shall mean that the employee has forfeited his/her right to continue the school District insurance coverage at his/her expense.

The request to continue carrying the District insurance must be made in writing and sent to the District Coordinator's office prior to the date the first premium is due. The Board retains the right to amend or revoke this policy at any time.

The retiree may carry this insurance under these conditions until age 65, at which time, the right to elect coverage terminates. His/her dependent coverage also terminates, subject to COBRA* eligibility. At that time, the retiree is eligible for Medicare coverage and should file an application for benefits through the Social Security office. Dependent coverage terminates when a depended achieves the age of 65 even through the insured retiree's coverage is still in effect.

B. Resignation

All employees who have completed their six-month probationary period are expected to give two weeks notice before voluntarily terminating their employment.

Dixon Public Schools will consider you to have voluntarily terminated your employment if you do any of the following: resign, fail to return from an approved leave of absence on the date specified by Dixon Public Schools, or fail to report to work or call in three or more consecutive work days.

If board approval is secured for a resignation, coverage by the District's group health insurance will continue through the last day of the month during which the resignation becomes effective. The employee may continue their health insurance, subject to COBRA* eligibility.

C. Reduction in Support Positions in District

The employee who has worked the full employment year and is dismissed because of reduction of position will have his/her health/life insurance coverage paid by the Board of Education through August 31 following termination or the first day of the ensuring school year whichever comes first.

D. *COBRA (Consolidated Omnibus Budget Reconciliation Act)

Continuing group health coverage shall be offered to all covered employees and their beneficiaries as required by the Consolidated Omnibus Budget Reconciliation Act (COBRA), who would otherwise lose such coverage because of any of the following events:

1. Termination of a covered employee's employment for reasons other than gross misconduct or reduction in a covered employee's hours of employment;
2. Death of a covered employee;

3. Divorce or legal separation of the covered employee;
4. Cessation of a dependent child's status as a dependent under the plan;
5. Coverage by a covered employee under Medicare.

Under COBRA, a covered employee can elect to continue such coverage for up to 18 months. A widow, spouse or child can elect to continue such coverage for up to 36 months under any of the other applicable events.

COBRA rates are established annually and COBRA election information will be sent to the employee by the District's Third Party Administrator.

X. PERSONNEL RECORDS

A. Personnel File Access

Each employee shall have the right, upon request, to review the contents of his/her own personnel file, except for any credentials from the hiring process or any other employment recommendations. No part of such file may be removed, destroyed, or copied without permission of the Superintendent. Such review shall be conducted in the presence of a designated District employee during normal business hours.

Materials derogatory to an employee's conduct, service, character or personality, which are placed in an employee's personnel file, should consist of contemporaneous recording of such observations. Copies of any such material placed in the employee's personnel file will promptly be provided to the employee within two school attendance days. Each employee shall have the right to place in his/her personnel file letters or statements of rebuttal in response to derogatory material. Employees also shall have the right to place unsolicited positive or complimentary documents (letters or notes from parents, administrators, Board members, etc.) in this personnel file.

XI. EMPLOYEE CONCERNS

Grievances, complaints and other communications from employees regarding matters relating to their work or working conditions shall first be taken to the immediate supervisor. If satisfaction is not obtained, the next level of communication would be with the principal and, if necessary then the Superintendent. Such grievances, complaints and/or appeals must be in writing and must be signed. Please see Board policy 2:260 – Uniform Grievance Procedure.

XII. MISCELLANEOUS

A. Acceptance of Gifts

Board policy prohibits staff members from accepting gifts, services, meals, gratuities from individuals or organizations seeking to influence the staff member or the school District. Those items classified as advertising giveaways (pens, pencils, calendars) with a maximum value of \$10.00 are not prohibited by this restriction.

B. In-service Training

Absences to attend meetings, conventions, conferences, or workshops, at the local, state or national associations which serve to advance the welfare of the District through an up-grading and strengthening of the support services may be granted by the Superintendent of schools without loss of pay to the employee.

C. School Property

All supply and equipment items purchased with school District funds are intended for school District use. No employee is to make personal use of any school District property unless said use is approved by the building principal or appropriate administrator.

A “Request/Agreement for Use of School Facilities”, a “Facility Rental Information Sheet”, and a Certificate of Liability Insurance must be on file at the District Office for any Board approved local group or organization requesting to use District facilities when providing healthful activities.

D. Use of Tobacco Products

By state law, the use of tobacco products is not permitted on school District property.

E. Telephone Use

School Business

Telephone courtesy should be practiced at all times when conversing on school business.

Personal Calls

Personal calls should not be received or made while on duty except in cases of emergency.

Cell phone use

Cell phones should be on vibrate or courtesy mode and not visible during the school day. Support staff should not be taking phone calls or texting during work hours. Phone calls can be taken during breaks or lunch.

Due to the camera feature on most phones, the phone should not be used in the school bathrooms or locker rooms. Staff members who have a District issued or District supported phone are asked to not take any calls in the halls or classrooms while students are present.

F. Dress Guidelines

All employees represent Dixon Public Schools #170 through appearance, behavior, and work. It is mutually understood that staff dress will be appropriate, modest, and professional. Please consult your job description for further guidelines.

RECEIPT OF THE NON-UNION SUPPORT PERSONNEL HANDBOOK

I acknowledge that I have received a copy of the Non-Union Educational Support Personnel Handbook. I understand that it is important to read the handbook to fully understand the District's policies and procedures. I further understand that if I have any questions about my responsibilities, I may contact my immediate supervisor.

Print name

Signature

Date _____

****PLEASE RETURN THIS SIGNED FORM TO THE CENTRAL OFFICE.****