

# Fieldcrest CUSD 6



## Employee Guidebook

2019-2020

## Introduction

This guidebook is presented as a quick reference guide for staff members on common information and procedures. It is not intended as a substitute for any contract or policy, nor does it create any contractual requirements or obligations. This document does not contemplate every possible scenario, but merely lays out common information for quick reference purposes. Not every topic presented will be pertinent for every employee.

The guidebook is written with ease of reading in mind. It is not in official policy or legal language, although many sections refer to official policy or procedures, and staff members should become generally familiar with Board policy related to their work. If there are questions regarding meaning or procedures tied to language in this document, please clarify those with the appropriate administrator.

Finally, this guidebook will become better over time. If you have suggestions for improvements, please let Dr. Oakley/Dr. Rockwell know.

The guidebook is presented in alphabetical order of topics for easy access to specific information. If you find information that you believe is not correct, or if there is information that should be added or deleted, please let Dr. Oakley/Dr. Rockwell know at [doakley@unit6.org](mailto:doakley@unit6.org).

**Table of Contents**

**About Fieldcrest CUSD 6 .....5**

**Access to electronic networks.....5**

**Accident reporting.....5**

**Administration and directors ..... 5**

**Administering medicines to students ..... 6**

**Bereavement leave..... 6**

**Board of Education members..... 6**

**Building use by individuals and non-school sponsored groups..... 7**

**Cellular phones at work..... 7**

**CPR/AED ..... 7**

**COBRA insurance..... 7**

**Compensatory time off vs. payment for overtime ..... 7**

**Copyright ..... 7**

**Court duty ..... 8**

**Crisis and safety manual ..... 8**

**Dental insurance ..... 9**

**District calendar FY18..... 9**

**District credit card ..... 9**

**District email and communications..... 9**

**District tools and equipment ..... 9**

**District vehicles ..... 10**

**Dress standards..... 10**

**Drug, alcohol and tobacco free workplace ..... 10**

**Employment record/employee status changes ..... 10**

**Equal employment opportunity and minority recruitment ..... 10**

**Ethics ..... 10**

**Evaluation ..... 11**

**Fair Labor Standards Act (FLSA) ..... 11**

**Family and Medical Leave Act (FMLA)..... 11**

**Finding a substitute ..... 11**

**Fingerprinting and criminal background checks..... 12**

**Freedom of Information Act (FOIA)..... 12**

**Harassment..... 13**

**Health insurance ..... 13**

**Holidays ..... 13**

**Hourly Employees ..... 13**

**Illinois Municipal Retirement Fund (IMRF) ..... 14**

**Intellectual Property Rights and Prohibited Interests ..... 14**

**Leave of absence ..... 14**

**Life insurance ..... 14**

**Mandated reporter status ..... 14**

**Mandatory trainings..... 15**

<b>Network and computer security .....</b>	<b>15</b>
<b>Open Meetings Act (OMA).....</b>	<b>15</b>
<b>Pay periods .....</b>	<b>15</b>
<b>Personal leave .....</b>	<b>15</b>
<b>Personal technology.....</b>	<b>15</b>
<b>Personnel file .....</b>	<b>16</b>
<b>Policy and Procedure.....</b>	<b>16</b>
<b>Professional activities.....</b>	<b>16</b>
<b>Professional development .....</b>	<b>16</b>
<b>Public information process .....</b>	<b>17</b>
<b>Reimbursement for college credit.....</b>	<b>17</b>
<b>Reimbursement for mileage .....</b>	<b>17</b>
<b>Reimbursement for purchases .....</b>	<b>17</b>
<b>Religious holidays.....</b>	<b>18</b>
<b>Reporting absences and attendance .....</b>	<b>18</b>
<b>Retirement.....</b>	<b>18</b>
<b>Safety.....</b>	<b>18</b>
<b>Safety drills .....</b>	<b>18</b>
<b>Security of facilities .....</b>	<b>19</b>
<b>Social media .....</b>	<b>19</b>
<b>Student Discipline – Bullying Policy.....</b>	<b>19</b>
<b>Students in buildings after hours .....</b>	<b>19</b>
<b>Student records.....</b>	<b>19</b>
<b>Student use of fitness facilities .....</b>	<b>20</b>
<b>Teacher Retirement System (TRS) and Teacher’s Health Insurance System (THIS).....</b>	<b>20</b>
<b>Time Sheets.....</b>	<b>20</b>
<b>Uniformed Services Employment and Reemployment Rights Act (USERRA) .....</b>	<b>21</b>
<b>Victims’ Economic Security and Safety Act (VESSA) .....</b>	<b>21</b>
<b>Visitors to school property.....</b>	<b>21</b>
<b>Volunteers who work with students .....</b>	<b>22</b>
<b>Workload Concerns .....</b>	<b>22</b>
<b>Workplace harassment.....</b>	<b>22</b>

Note: Board policies referenced in this document are located at [www.unit6.org](http://www.unit6.org), Board of Education tab, Board Policy Manual link

## About Fieldcrest CUSD 6

Fieldcrest Community Unit School District was formed by election in 1992 when the Minonk-Dana-Rutland, Toluca, and Wenona districts consolidated. The first year for the CUSD 6 was the 1992-93 school year. Now entering its 27<sup>th</sup> year, the district spans 246 square miles and serves approximately 1,000 students in four buildings.

## Access to electronic networks

Employees are given access to electronic networks, including the internet, for work purposes. Filtering of content is provided on the school network, but does not ensure complete filtering of problematic content. Board Policy 6:235, 6:235-AP and others govern the conditions under which employees are granted use of the district's network. All employees are required to sign the district Acceptable Use Policy agreement at least once at hiring and as significant updates are made to the AUP.

## Accident reporting

Any and all accidents or injuries to an employee or student should be reported by the employee immediately or as soon as possible to the building administrator. The building administrator or appropriate Director will be responsible for any investigation necessary, as well as any report to the Superintendent or appropriate Director regarding corrections necessary to avoid similar future accidents.

## Administration and Directors

Location	Name	Title	Phone	Email
Unit office	Dr. Daniel L Oakley	Superintendent (July 1- December 31)	309-432-2177	<a href="mailto:doakley@unit6.org">doakley@unit6.org</a>
Unit office	Dr. Kari Rockwell	Asst Superintendent (July 1- December 31) Superintendent (January 1-June 30)	309-432-2177	
Fieldcrest High School	Mr. William Lapp	Principal	309-432-2529	<a href="mailto:wlapp@unit6.org">wlapp@unit6.org</a>
Fieldcrest High School	Mr. Sean Poston	Asst. Principal	309-432-2529	<a href="mailto:poston@unit6.org">poston@unit6.org</a>
Fieldcrest	Mr. Nate Lorton	Principal	815-853-4331	<a href="mailto:nlorton@unit6.org">nlorton@unit6.org</a>

Middle School				
Fieldcrest Primary School	Mr. Jason Chaplin	Principal	309-432-2838	<a href="mailto:Jchaplin@unit6.org">Jchaplin@unit6.org</a>
Fieldcrest Intermediate School	Mr. Jacob Wall	Principal	815-452-2318	<a href="mailto:mjwall@unit6.org">mailto:mjwall@unit6.org</a>
District	Mr. Ron Kreiser	Director of Buildings and Grounds		<a href="mailto:Kreiser@unit6.org">Kreiser@unit6.org</a>
District	Mr. Matthew Wendling	Director of Technology		<a href="mailto:mwendling@unit6.org">mwendling@unit6.org</a>
District	Mr. Tom Heidenreich	Director of Transportation		<a href="mailto:heiden@unit6.org">heiden@unit6.org</a>

### **Administering medicine to students**

District employees other than the school nurse are not required to administer medicine to students. However, employees approved by the building principal may voluntarily administer appropriate medications to students without incurring personal liability. Any such employee who administers medications to students must keep a written log of name, date, time, and medication(s) given to the student. (Board Policy 7:270)

### **Applying for open positions**

The FEA/CUSD 6 2016-2020 collective bargaining contract requires the district to notify staff members of open positions. This is merely a notification of the position opening, and is not an assurance of an offering of either an interview or a job to any applicant. Offerings of interviews and/or job are made based on qualifications for the position in question.

### **Bereavement leave**

The district provides bereavement leave to employees, as outlined in the FEA contract. Notification/requests for bereavement leave should be made of the employee’s immediate supervisor. (Board Policy 5:330)

### **Board of Education members**

Members of the Board of Education are elected every four years, with three and four being elected in alternating elections. Board members in the Fieldcrest district are elected at-large,

which means that there are no boundary requirements for individual Board members beyond living in the district.

Name	Term
Mrs. Mykin Bernardi, President	2017-2021
Mr. Charles Lohr	2017-2021
Mrs. Heather McKay, Secretary	2019-2023
Mrs. Kimberly McKay	2017-2021
Mrs. Jordan Meyer, Vice-President	2019-2023
Mrs. Elizabeth Palm	2017-2021
Mr. Joseph Stasell	2019-2023

### **Building use by individuals and non-school sponsored groups**

Individuals and non-school sponsored groups may not use buildings and facilities without the approval of the building administration, as outlined in the district’s Building Use Policy and Procedures. Any individual or group using facilities that have not been approved should be directed to the building administrator to obtain appropriate approval. (Board Policy 8:20, 8:20 AP)

### **Cellular phones at work**

Cellular phones are allowed and encouraged as part of the district’s crisis management plan, and staff members retaining personal cellular phone should have them readily available to during work hours in case of a work emergency or urgent work concerns. Non-emergency use of phones for personal reasons should be avoided. Generally speaking, employees should not utilize cellular phones for personal use during work hours, outside of work-related applications or during prep or break times.

### **CPR/AED**

Administrators and coaches are to be trained on CPR and the use of AEDs regularly, as coordinated by the district nurse, Mrs. Nancy Reiter. All other staff members are requested to be trained regularly as well, but are not required by law to do so. Any staff member with questions regarding training should contact Mrs. Reiter.

### **COBRA insurance**

Employees (and their spouses and/or dependents) who leave the employment of CUSD 6 may be eligible for COBRA insurance for a period of time following the termination of employment. More information is available through the unit office.

### **Compensatory time off vs. payment for overtime**

Hourly employees should generally not work overtime unless approved by the supervisor. Employees who work do overtime or who are “owed” time may choose either compensatory time off or payment for services, as outlined in the FEA contract and Board policy. The employee choosing compensatory time over payment must sign a form indicating this choice. (Board Policy 5:310)

### **Copyright**

Employees are reminded of their duty to observe copyright statutes and policies. Some copyrighted materials are available for use in the education domain without permission and/or royalties, but much is not. For example, a teacher may not, under copyright law, bring in a Disney movie to show to his/her class without proper permission. Any staff member who is uncertain of the education copyright status of a work should take the time to ensure that the proper rules are followed prior to use, as the copyright violation fines are quite high.

In addition, employees should be aware that any materials or procedures developed at work are the property of the district. (Board Policy 5:170)

### **Court duty**

Employees called for court duty will follow procedures outlined in the FEA contract and Board policy. Anyone with questions may contact the unit office. Performing court duty will not be held against the employee in any way. (Board Policy 5:80)

### **Crisis management and safety manual**

The administrative team annually meets to update and revise the district’s crisis management/safety manual. Administrative staff and pertinent players will also meet following any crisis and/or safety situation in the district to review responses and to address any concerns that are raised.

All staff members should familiarize themselves with the manual, especially the role(s) they will play in specific crisis situations. Any staff member having questions or questions about the crisis management manual should address those to his/her supervisor.

All administrative team members, Directors, and custodians are expected to have school-issued radios on their persons at all times while on duty in order to facilitate the crisis/safety plan.

It is expected that when a crisis in any building invokes a lockdown of any kind, other than a medical concern, all buildings in the district will also invoke a soft lockdown, although this is at the discretion of each building administrator. (A soft lockdown includes extra care on who is entering the building, who is around/near the building and students, and keeping students inside for recess and PE.) A crisis in the community may also trigger such a lockdown.

If a staff member is given indications that a student may cause harm to himself or to others, the staff member should report the concern to his/her building principal or division supervisor immediately. Indicators which could trigger such concerns will be discussed on a building by building level between principals and staff. District level staff may have similar discussions with the Superintendent. (Board Policy 7:40 and subsequent administrative procedures) The district now employs an anonymous reporting system via the website for such concerns, as well as a hard mailbox in each school building. These are checked daily when school is in session.

### **Dental insurance**

The district provides options for dental insurance to employees at employee expense. Any employee with questions regarding dental insurance coverages, deductibles, etc. should contact Jay Jochums at 309-432-2517. Any employee with questions regarding the cost of dental insurance and how it would affect payroll should contact Julie at the unit office.

### **District calendar 2019-2020**

The district calendar is developed annually with input from staff members, the union, administrators and the Board. The Board may change the calendar via amendment when necessary. Because of recent changes in the law, this may become necessary at some point during the school year.

### **District credit card**

The district credit card is available for use for purchase of approved items in specific circumstances. An employee wishing to use the district credit card should contact Rose Lutz for procedures. (Board Policy 4:55)

### **District email and communications**

The district provides email for all employees. There are often mailings and reminders sent out via email only. Each employee is expected to access and maintain his/her email account on a regular basis, as noted in the job descriptions.

In addition, all work-related email communications are to be done via the district's provided email. Private or secondary email accounts should not be used for school business. In the case that a private email account is used for work purposes or to discuss work-related business, it is the employee's responsibility to preserve the email(s) involved and file copies with the building principal for record preservation purposes.

Also, any private form of digital communications, such as text or social media, used to communicate with parents and/or students regarding work-related topics are to be preserved and delivered to the building principal for archiving.

### **District tools and equipment**

The district provides various tools and equipment to employees. All tools and equipment are to be reasonably cared for and made secure. Any tools or equipment purchased by the district remain the property of the district.

### **District vehicles**

Any employee requiring the use of a district vehicle for work purposes beyond the regular work schedule should contact the Director of Transportation to determine if one is available.

### **Dress standards**

The district's image is reflected in employees' dress and appearance, which must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, or decency. Good grooming and tasteful attire are expected.

### **Drug, alcohol and tobacco free workplace**

Fieldcrest CUSD 6 is a drug, alcohol, and tobacco free workplace, and staff members are to be free of the influence of recreational drugs and alcohol while at work. This includes such items as chewing tobacco or snuff. Please refer to Board Policy 5:50 for more information.

### **Employment record/employee status changes**

Employees who have changes in personal information that may affect payroll, W2/tax reporting, insurance, and other local, state and federal reports should report those changes to the unit office as soon as possible. Included are changes in address and phone numbers.

### **Equal employment opportunity and minority recruitment**

The district provides equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship status for anyone authorized to work in the US, being a victim of domestic or sexual violence, physical or mental handicap or disability, and other legally protected categories (Board Policy 5:10). Anyone who believes that he/she has not received an equal opportunity should report the claim via the Uniform Grievance Procedure (Board Policy 2:260).

### **Ethics**

The state of Illinois has implemented sweeping ethics rules that govern specific political activities and the giving and receipt of gifts by employees. These rules are a response to many years of corruption and patronage in the state, and apply to all state employees and agencies who receive state funds of any kind. Please refer to Board Policies 2:105 and 5:120 for further information.

### **Evaluation**

Each certified and non-certified staff member will be evaluated under the laws of the state of Illinois, Board policy, and the CUSD 6/FEA contract. Both certified and non-certified evaluation procedures/handbooks have been developed by the FEA and the Board through the work of the Certified Evaluation Committee and the Non-Certified Evaluation Committee, as well as collective bargaining in the FEA/CUSD 6 collective bargaining agreement 2016-2020.

All certified staff members evaluations will be processed through and stored in the Evaluwise system.

### **Fair Labor Standards Act (FLSA)**

The district is subject to the rules of the Fair Labor Standards Act (FLSA) , available at [www.dol.gov/whd/flsa/](http://www.dol.gov/whd/flsa/). The FEA contract contemplates rules that exceed requirements of the FLSA. Generally speaking, FLSA addresses concerns of exempt/non-exempt job classifications,

overtime pay rules, and suspension without pay – the contract extends some of the provisions of FLSA. (Board Policy 5:35)

### **Family and Medical Leave Act (FMLA)**

Eligible district employees may use the provisions of the Family and Medical Leave Act (FMLA) in order to access up to 12 work weeks per rolling year for personal or family medical concerns. FMLA leave may coincide with paid leave such as sick leave and personal leave. A longer period of weeks is available for care of a covered service member.

Common FMLA situations include: maternity leave, care for a sick family member, or an employee's personal serious health situation.

Any employee who is absent from work for at least three consecutive work days due to illness may be asked if FMLA applies. (Board Policy 5:185)

### **Finding a substitute**

The district utilizes the AESOP/Frontline online program for finding substitutes. All staff members are expected to utilize the software to report a need for a substitute and all absences even if a substitute is not required (subject to limitations such as emergencies when time is not available, late illness, etc.). The district will provide necessary training for new staff members regarding how to utilize the software effectively.

### **Fingerprinting and criminal background checks**

The laws of the state of Illinois require that all new employees undergo a criminal background check, which includes fingerprinting that is submitted to the Illinois State Police and FBI databases. Data returned from the background check is confidential, and is handled administratively on an individual basis. Copies are retained in the employee's personnel file. Volunteers and other persons who may be present on school grounds may be required to complete fingerprinting and background checks, as per Illinois law and Board policy.

### **Freedom of Information Act (FOIA)**

The Freedom of Information Act (FOIA) opens many records of public bodies, including school districts, to public scrutiny, upon request. This includes "all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business..." The Illinois

Attorney General's office further notes that FOIA covers "any document, regardless of form, that pertains to government business."

For this reason, an employee should not "clean out" documents, email, etc. that fit the list above.

FOIA does not cover:

- Private information – such items as social security numbers, driver's license number, biometric identifiers, passwords, medical records, and personal telephone or email addresses
- Personal information that would constitute an unwarranted invasion of privacy – in Illinois, teachers' evaluations are currently included in this category, but not disciplinary proceedings
- Law enforcement records that would interfere with legal proceedings
- Information that might endanger life or physical safety
- Preliminary drafts unless publicly cited and identified
- Business trade secrets
- Proposals and bids for contracts until the final selection is made
- Requests that are unduly burdensome

## **Harassment**

Harassment, including sexual harassment is prohibited, including the harassment of students, staff members, visitors to campus, or any other persons at school, on school grounds, on school buses or vans, or at school-sponsored events. This includes harassment or abusive conduct on the basis of race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, gender identity, or any other protected status.

Training is provided annually to all staff regarding the definition of harassment.

Any staff member who believes he/she has been harassed may file a complaint utilizing the district's Uniform Grievance Procedure, Board Policy 2:260. For more information, including the district complain managers, see Board Policy 5:20.

## **Health insurance**

The district provides eligible employees with health insurance under the provisions of the FEA contract and the law. Employees are not required to take district health insurance.

Employees wishing to make changes in health insurance may be limited to the open enrollment period, which occurs each August.

Any employee with questions regarding health insurance coverages, deductibles, etc. should contact Jay Jochums at 309-432-2517. Any employee with questions regarding the cost of health insurance and how it would affect payroll should contact Libby at the unit office.

## **Holidays**

School year staff holidays are noted on the annual school calendar. Holidays for full-year staff are denoted in the FEA contract (for non-certified staff) and individual contracts (for administrative/contracted staff). (Board Policy 5:330) Non-certified staff members are provided a work-day calendar at the start of each year which notes paid holidays or replacement days for paid holidays, as per contract and Board policy. (Note: the work-day calendars may change if the district calendar changes.)

## **Hourly Employees**

All non-certified employees, other than directors and unit office staff, are considered to be hourly employees under the Fair Labor Standards Act (FLSA), and the district and all non-certified employees are subject to all rules and requirements implemented under FLSA. (See Fair Labor Standards Act)

## **Illinois Municipal Retirement Fund (IMRF)**

Non-certified staff members who qualify based on hours worked are required to be a part of the Illinois Municipal Retirement Fund (IMRF). Deductions for IMRF are required by the state of Illinois, and the percentage of deduction set by law.

Anyone desiring more information regarding retirement benefits from IMRF should contact his/her IMRF representative directly.

## **Intellectual Property Rights and Prohibited Interests**

Intellectual property rights on staff-developed materials is outlined in Board Policy. According to the School Code, Section 22-5, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected". Please check with the superintendent if there are questions. (Board Policy 5:120)

## **Leave of absence**

The FEA contract provides options for leaves of absence that are outside the daily scope of employment. Any employee wishing to access a leave of absence should become familiar with the terms of the contract regarding such leaves.

### **Life insurance**

The district provides a nominal life insurance policy for any employee taking district health insurance. The district pays for this policy. Any employee with questions regarding life insurance coverages, deductibles, etc. should contact Jay Jochums at 309-432-2517.

### **Mandated reporter status**

All staff members are reminded that they are mandated reporters in the state of Illinois. The standard that is in place in the state of Illinois is that of reasonable suspicion. If an employee suspects that a child is being abused or neglected, and reasonable questions or an investigation do not dispel that suspicion, then the employee is required by law to call DCFS. The call may not be left to the employee's supervisor, and should be made as soon as it is possible to do so. Please note that a recent lawsuit requires that such a call be made immediately.

### **Mandatory trainings**

Employees are required by the state of Illinois and ISBE to annually be trained on a variety of topics. Some of these trainings will be done on the first Teacher Institute Day, some at subsequent meeting, and others online. Mandatory trainings are not eligible for Professional Development hours through the school district, per ISBE rule.

### **Network and computer security**

Our computer network and data are only as secure as the equipment and users on the system. Each staff member should be careful not to expose passwords to anyone else, nor to leave his/her computer "logged in" when he/she leaves an area. Please ensure your passwords are not easily determined (such as "password" or "12345678") and change your passwords regularly to make a hacker's task more difficult.

### **Open Meetings Act (OMA)**

The Illinois Open Meetings Act (OMA) governs the content of open and closed sessions of all public bodies. This includes not only Board of Education meetings, but also any meeting at

which public business is conducted. Any meeting at which public business is conducted, not including those at which student-specific information is discussed, are considered to be open meetings under OMA which members of the public may attend. Meetings may only be closed, in part or in whole, when the topic(s) of discussion meet the requirements of OMA.

### **Pay periods**

Pay periods for the district are outlined in the FEA contract and Board Policy. Generally speaking, employees are paid twice a month, on the 10<sup>th</sup> and 25<sup>th</sup>.

### **Personal leave**

Employees are provided personal leave as noted in the CUSD 6/FEA and individual contracts. (Board Policy 5:330)

### **Personal technology**

Employees may bring personal technologies to school to be used in accordance with Board policies and work practices. However, employees should recognize all aspects of Board policy in regard to this usage. In general, use of personal technologies at school should not be any different than using school-provided technology. (Board Policy 5:125)

### **Personnel file**

An employee's official personnel file is kept in the unit office at Minonk. An employee has the right to view his/her personnel file and to have copies of documents in the personnel file copied at employee cost for his/her benefit. Anyone wishing to view/review documents in his/her personnel file should contact the unit office to set up an appointment. Any employee desiring to include any document in his/her file, or asking for the removal of any document already in his/her file, should speak to Dr. Oakley/Dr. Rockwell regarding the request.

### **Policy and Procedure**

Board policy and procedure manuals are updated regularly to reflect changes in law and court cases which affect these. The district utilizes the Illinois Association of School Board's (IASB) PRESS Policy service to implement these changes, although policy updates are occasionally recommended by the district attorney. When policy updates are proposed, whether through IASB or other sources, the Board sends a copy of the proposed changes to the FEA for review, with an invitation for discussion if there are any concerns.

Policies are updated in the district manual and online when the finalized copy is received from PRESS, but the policy is effective immediately upon approval by the Board. Procedures are updated in the district procedure manual, and copies are pushed to the district administrators for distribution to staff as needed.

### **Professional activities**

The district encourages employees to become recognized leaders in their fields of expertise, as indicated by work roles and/or licensure and endorsements, and to be professional presenters at conferences and workshops. These opportunities reflect well on both the employee and the district. Within reason, and as long as funds are available to cover costs, the district will be supportive of those staff members who desire to disseminate professional information in such formats. Anyone wishing to present at conferences and workshops should speak with his/her supervisor regarding possibilities.

### **Professional development**

CUSD 6 supports staff members in the professional development process, within reasonable fiscal bounds. There are provisions in the FEA contract specific to professional development for both certified and non-certified staff members. The Board has adopted a professional development plan that outlines professional development opportunities for certified staff members. The professional development plan has been developed by a team consisting of both administration and certified staff members.

The district normally does not provide PD hours for activities which are not directly sponsored by the district, pursuant to ISBE rules.

### **Public information process**

Generally speaking, the Superintendent is the authorized contact for the district regarding the dissemination of public information, especially regarding sensitive information. It is understood, of course, that coaches and administrators will have contact with media, public bodies, and community members regarding their programs and have the opportunity to speak for their programs.

### **Reimbursement for college credit**

Staff members may be eligible for reimbursement for college credit, as defined in the CUSD 6/FEA contract and the district Professional Development Plan adopted by the Board of

Education in June 2015. Under contract language, further criteria have been developed by the Superintendent. Documentation regarding these further criteria has been included in this document in Appendix B.

### **Reimbursement for mileage**

Staff members who must drive personal vehicles between buildings for their work assignments may apply for mileage reimbursement. Such mileage requests should be filed on a monthly basis, and will be reimbursed at the mileage rate set at the beginning of the school year.

Staff members who attend workshops or other school-related events and who must drive their own vehicles must be approved in advance by the unit office, or reimbursement may be denied.

Mileage reimbursement is the federal rate in effect when school begins, and may change on January 1 of the school year if the federal rate is changed.

### **Reimbursement for purchases**

Staff members are encouraged to make all purchases through the district's normal requisition/purchase order process; however, it is understood that once in a long while an employee must purchase items without the allowance of the process. In those cases, the supervisor should be contacted prior to the purchase, or, if not possible then, immediately after in order to secure permission for the purchase and therefore the possibility of reimbursement. To assure reimbursement, ask first and obtain written permission.

### **Religious holidays**

Rules regarding employee absence for religious holidays are provided in the FEA contract and Board Policy 5:70. Employees who will be absent for a particular religious holiday should access these sections in order to meet the timelines in the rules. (Board Policy 5:70)

### **Reporting absences and attendance**

Any employee who is aware in advance of a pending absence should work with his/her supervisor and/or AESOP to ensure that a substitute is found.

A certified employee or Teacher's Assistant who becomes ill or encounters an emergency that requires his/her absence without warning should follow the AESOP substitute calling procedure. All other employees should call his/her supervisor or follow procedures outlined by his/her supervisor.

Once an employee has followed the appropriate AESOP sub calling procedures, it is no longer the employee's responsibility to make sure that a substitute has been found. (Board Policy 5:330)

## **Retirement**

Any employee desiring to retire should follow the steps outlined in state law, the CUSD 6/FEA contract and Board policy, as applicable, and should contact the appropriate retirement agency (TRS or IMRF) for more information. Unit office personnel do not keep track of the rules and procedures promulgated by TRS or IMRF, except as those directly affect CUSD 6 operations.

## **Safety**

Safety is everyone's business. Any employee who identifies an unsafe condition in either interior or exterior facilities should report the condition to the building office or the maintenance/custodial staff as soon as possible. If an employee's work requires Personal Protective Equipment (PPE) and such PPE is not currently available, the employee should immediately notify his/her supervisor to request the necessary PPE be provided.

## **Safety drills**

Each building is required to hold safety drills as required by the state of Illinois. These include severe weather, building evacuation, and bus safety drills. Each building administrator is to schedule these drills for his/her building and ensure that they are completed.

## **Security of facilities**

The security of facilities is the province of all employees. Employees should make sure that classroom or work area windows and doors are closed and locked daily before leaving the building. When leaving the building after school or on weekends when exterior doors are locked, make sure that the doors have closed and latched properly, and report any closure problems immediately to the custodian (if available) or to the supervisor. Swipe cards, keys or any other devices used to open either exterior or interior doors are to be secured at all times.

## **Sexual harassment**

Sexual harassment is prohibited, including the sexual harassment of students, staff members, visitors to campus, or any other persons at school, on school grounds, on school buses or vans,

or at school-sponsored events. This includes sexual harassment or abusive conduct on the basis of race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, gender identity, or any other protected status.

Training is provided annually to all staff regarding the definition of sexual harassment.

Any staff member who believes he/she has been sexually harassed may file a complaint utilizing the district's Uniform Grievance Procedure, Board Policy 2:260. For more information, including the district complain managers, see Board Policy 5:20.

### **Social media**

Many employees maintain a presence in the world of social media, such as Facebook or Twitter. It is the employee's responsibility to ensure that postings to any social media do not reveal student record information, as well as to follow all district guidelines and policies regarding the use of social media. No student pictures, depictions, or student-identifiable information may be included in social media or on personal websites or any other media without the express authorization of administration. In general, social/personal media should not be used during school hours. All staff should review these policies annually. (Board Policy 5:125, 5:130, 6:235)

### **Student Discipline – Bullying Policy**

Fieldcrest Community Unit School District 6 maintains and regularly reviews and updates policies regarding student discipline and bullying/ bullying intervention. The district also provides training regarding student discipline and bullying intervention as required by law and policy. Policy 7:180 is regularly maintained in the district's online policy manual at <http://bit.ly/2kqSiC6>. All staff should annually review the policy. The district provides an anonymous bullying reporting form on the district website.

### **Students in buildings after hours**

School buildings are an active place, and there are often students in the building beyond regular school hours. However, students should not be in the building after school hours or on weekends and holidays if they do not have legitimate business (i.e., practices/performance, working with teachers) in the building. If a staff member is uncertain why a student is in the building during off-school hours, the staff member should request more information from the student.

### **Student records**

Student records are controlled primarily by two laws: FERPA, a federal standard; and ISSRA, an Illinois statute. While FERPA is an important standard, ISSRA has been utilized more often in the state of Illinois to safeguard student records. Under either statute, student records commonly refer to records kept in student files in the office, such as discipline, immunization and grade records. However, student records can also include any information obtained at school regarding a child that would not otherwise be available to the employee. Extra caution should be taken when speaking or writing about student-identifiable information obtained at work. (Board Policy 7:340)

Student medical records, under HIPPA, are confidential and may not be shared without express need. Only those requiring access to student medical records may review such records or have access to any information located in those records.

It is critical that all employees use caution regarding the release of *any* information obtained about a child at school as a part of their work.

Both state and federal law require that student record information be maintained, no matter the form in which the information originated. Emails with parents, documents shared with other administrators or staff members, or any number of documents and/or electronic records may be considered student records. If a staff member is uncertain as to whether data may or may not be student record information, the staff member should consult with the building principal.

### **Student use of fitness facilities**

Students may not use any district fitness facilities or equipment unless under the control and supervision of CUSD 6 approved PE teachers, coaches or sponsors. (Board Policy 8:20)

### **Teacher Retirement System (TRS) and Teacher's Health Insurance System (THIS)**

Certified staff members are required to be a part of the Teacher's Retirement System (TRS) and Teacher's Health Insurance System (THIS). Deductions for TRS and THIS are required by the state of Illinois, and the percentage of deduction set by law.

Anyone desiring more information regarding retirement benefits from TRS should contact his/her TRS representative directly.

### **Time and attendance**

All non-certified employees are required to accurately track time and attendance via provided kiosks and the Veritime program in order to facilitate payroll processes. The Veritime program

requires logging in and out at the beginning and end of each work day with the district-provided RfID card, as well as at lunch time. It is critical the hours listed for an employee's workday very closely match the hours of logging in and out, with exceptions such as emergencies, unforeseen circumstances, weather concerns, etc.

When the login and logout times on the Veritime digital timesheet are not going to match the regularly scheduled hours, the employee should enter the reason(s) on the kiosk or notify his/her supervisor of the difference.

### **Uniformed Services Employment and Reemployment Rights Act (USERRA)**

Employees who are also members of the US armed services have rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Basically, USERRA protects armed services members who leave the job to perform military service. Any employee who may qualify for rights under USERRA and either needs to utilize those rights or has questions should contact the unit office for more information.

### **Victims' Economic Security and Safety Act (VESSA)**

The Victims' Economic Security and Safety Act (VESSA) provides employees with up to 12 weeks unpaid leave per rolling year for an employee who is a victim of domestic or sexual violence, or has a family or household member who is a victim, to address the situation created by said violence. The employee may use the leave to seek medical attention, obtain services from victims' services organizations, obtain psychological or other counseling, planning for safety or relocating, or seeking legal assistance, among others. VESSA also outlines specific parameters that are to be followed by the employer and employee. Any employee wishing to access VESSA should speak with his/her supervisor.

### **Visitors to school property**

All visitors to school property should report to the main office to check in and receive a visitor's pass. This includes volunteers who are in the building. Employees who see unfamiliar faces in the hallway without such a pass are to challenge those persons and ask them to return to the office to check in. Visitors are also expected to be respectful, civil, and orderly during visits to the school. Any visitor who refuses to comply with such a request is in violation of state law and should be reported to the office immediately. In the case a visitor makes violent threats, is carrying weapons or reports carrying weapons, appears to be under the influence of alcohol or drugs, is physically aggressive, or any other immediately concerning situation, a phone call to police may also be necessary and justified. (Board Policy 8:30)

The district also expects vendors on school property to be appropriately badged as visitors, and under supervision of district staff while present on school property. Visitors present for meetings during the school day, including parents, should be walked to and from the office to the meeting location.

### **Volunteers who work with students**

Each building may utilize volunteers to work with children, including reading stories, making presentations, and other such roles. Volunteers, defined as those who will be in contact with children three or more times during the school year, must undergo fingerprinting and a background check. No volunteer will be allowed to work with children without these steps in place.

### **Workload Concerns**

Any employee who has concerns regarding workload should address his/her immediate supervisor, followed by the building principal if they are different. If concerns are not satisfied, the employee may bring the concern to his/her union representative to be further addressed.