

**Policy Manual  
For  
Regional Office  
of Education No.40**

**Michelle Mueller  
Regional Superintendent**

# Policy Manual

## Table of Contents

### **1-000 Administrative Policy**

- 1-001 Policy Development
- 1-002 Organization Chart
- 1-003 Regional Superintendent of Schools
- 1-004 Assistant Regional Superintendent of Schools
- 1-005 Other Administrative Personnel
- 1-006 Smoke Free Environments
- 1-007 Disclosure of Federal Funds in Public Announcements
- 1-008 Gifts
- 1-009 Vacations for Administrative Personnel
- 1-010 Leaves for Administrative Personnel
- 1-011 Professional Development Activities for Administrators
- 1-012 Administrative Records
- 1-013 Illinois Freedom of Information Act
- 1-014 Administrative Reports

### **2-000 Fiscal Policies**

- 2-001 Accounting System
- 2-002 Budgeting
- 2-003 Budgets for Funded Projects
- 2-004 Fiscal Records
- 2-005 Purchasing
- 2-006 Bids and Pricing Quotations
- 2-007 Inventories
- 2-008 Payroll
- 2-009 Bonded Employees
- 2-010 Contracting for Services
- 2-011 Audits

### **3-000 Employment**

- 3-001 Employment Procedures
- 3-002 Equal Employment Opportunities
- 3-003 Personnel Records
- 3-004 Personnel Evaluation
- 3-005 Other Employment
- 3-006 External Consulting
- 3-007 Drug and Alcohol Free Workplace
- 3-008 Release, Reduction, or Reassignment of Employees
- 3-009 Sexual Harassment
- 3-010 Mandated Reporter Status
- 3-011 Sex Equity Policies
- 3-012 Overtime and Compensation Time
- 3-013 Statements of Employment
- 3-014 Job Descriptions
- 3-015 Job Qualifications

### **4-000 Benefits**

- 4-001 Sick Leave
- 4-002 Personal Leave
- 4-003 Absence Reporting
- 4-004 Holidays
- 4-005 Vacation
- 4-006 Family and Medical Leave
- 4-007 Unemployment and Workers' Compensation
- 4-008 Jury Duty and Witness Duty
- 4-009 Retirement
- 4-010 Travel Reimbursement
- 4-011 Professional Meetings and Conferences