Policy Manual For Regional Office of Education No.40

Michelle Mueller

Regional Superintendent

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Policy 1-001

Policy Development:

The laws of the State of Illinois and the rules of the various granting agencies allow administrative agents and boards the authority to establish, change, and delete policies which are necessary for their orderly operation. Thus, the Regional Superintendent of Schools has authority to establish, change, and delete policies that are necessary for the orderly operation of ROE No.40.

All policies of ROE No. 40 may be initiated, changed, or deleted by the Regional Superintendent at any time without notice, but policy initiations, changes, or deletions made by other individuals or groups within ROE No. 40 may not occur without specific, written approval of the Regional Superintendent

The existence of policy does not constitute a contractual obligation on the part of the Regional Office of Education with any entity.

Policy 1-003

Regional Superintendent of Schools

The Regional Superintendent of the Calhoun, Greene, Jersey, Macoupin Regional Office of Education No. 40 is a public official elected by the popular vote in the four county area during a legally conducted election. The Regional Superintendent meets the eligibility requirements of Article 3 of the School Code, has all of the rights and responsibilities conferred upon him by law, and serves as the chief executive officer of the educational service region.

Policy 1-004

Assistant Regional Superintendent of Schools

As authorized by the School Code, the Regional Superintendent shall· employ an assistant that meets the provisions set forth in 105 ILCS 5/3-15.l0. This person shall be assigned duties as determined by the Regional Superintendent and work under the supervision of that individual.

Policy 1-005

Other Administrative Personnel

The Regional Superintendent shall; as determined by need and the availability of funds, employ personnel to administer programs of the Regional Office. Such employees shall serve at the will of the Regional Superintendent and are accountable to this chief executive officer for the execution of their duties. The Regional Superintendent shall establish compensation and benefits for such positions.

Policy J-006

Smoke Free Environments

The Regional Office of Education realizes the dangers of second hand smoke and also recognizes that both employees and visitors have a right to be protected from the effects of such smoke. Therefore, smoking shall not be permitted on the premises of any ROENo.40 work site or any other work site where ROE No. 40 offers programs and services. This policy shall apply to staff and visitors alike. In addition, no smoking will be permitted in the primary entrance/exit doorways through which staffarid visitors must pass to enter or exit the buildings.

Policy 1-007

Disclosure of Federal Funds in Public Announcements

ROE No. 40 intends to comply with all rules and regulations related to Federal funds received. For this reason, when issuing statements, press releases, requests for proposals, hid solicitations, and other documents. concerning a Federally funded project, ROE No. 40 will state clearly the following:

1. The dollar amount of Federal Funds for the project
2. The portion of the total cost of the project that will be financed with Federal funds, and
3. The portion of the total cost of the project that will be financed from non-Federal funds.

In addition to this general policy, ROE No. 40 shall comply with all rules and regulations of State and Local agencies related to disclosure of funding sources in public announcements and printed materials.

Policy 1-008

Gifts

No employee shall solicit or accept any gift from any prohibited source or in violation of any federal or state statute, rule, or regulation. This gift ban applies to both the employee and the employee's spouse and immediate family living with the employee. No prohibited source shall offer or make a gift that violates this section.

"Prohibited Sources" means any person or entity that:

1. is seeking an official action by the employee
2. does business or seeks to do business with the employee of the ROE
3. conducts activities regulated by the employee or by the ROE
4. has interests that may be substantially affected by the performance non- performance of the official duties of the employee
5. registers or is required to be registered with the Secretary of State under the Lobbyist Registration Ordinance.

Policy 1-009

Vacations for Administrative Personnel

Vacations for administrative personnel must be scheduled with the Regional Superintendent at times that will cause the least interference with the normal operation of the Regional Office. The number of days of vacation and regulation concerning usage will be established with the employee at the time of employment. Arrangements for the continuation of individual administrative responsibilities must be established with the Regional Superintendent prior to commencing any vacation. Holidays and vacations will be established based upon the individual's statement of employment, the annual calendar, and the needs of the Region. A yearly summary of vacation usage by administrative personnel must be submitted to the Regional Superintendent by July 15 of each year.

Policy 1-010

Leaves for Administrative Personnel

The Regional Superintendent will establish sick leave eligibility and leave allotments for each Administrator at the time of initial employment. During short-term absence, the individual administrator remains responsible for the workload assigned to that position. Long term absences will require the employee to make individual arrangements with the Regional Superintendent to insure that the necessary duties of that particular position are being adequately fulfilled.

Policy 1-011

Professional Development Activities for Administrators

Administrative personnel shall keep themselves informed of current educational thought and practices by professional reading, study, visitation at school facilities and school functions, attendance at educational conferences, and other means that appear appropriate for the position held. Administrative personnel may also be directed to attend conferences and activities that will directly benefit ROE No. 40. Expenses incurred in those activities which an individual is directed to attend, will be paid, at established reimbursement rates, upon approval by the Regional Superintendent and submission of itemized expenses.

Public Act 92-0796 requires specific professional development activities by the Regional Superintendent of Schools, the Assistant Regional Superintendent and other specified administrative staff in order to be eligible to renew their Administrative Certificates. Affected administrators are individually responsible to meet the requirements of PA 92-0796.

Policy 1-012

Administrative Records

All records of administrative actions are the property of ROE No. 40 and must remain in the Regional Office. These records must be kept in an· orderly fashion to facilitate the continued operation of the Region upon the transfer or resignation of any administrator. In the event of such transfer or resignation, arrangements must be made with the Regional Superintendent to facilitate transfer and temporary custody of such records.

Policy 1-013

Illinois Freedom of Information Act- Public Access to Records

It is the policy of the Regional Office of Education to permit access to and the copying of public records in accordance with the Illinois Freedom of Information Act, balanced by the limited exceptions recognized in the Act to safeguard individual privacy and the efficient operation of the Region.

The Regional Superintendent hereby authorizes and directs the following in regard to compliance:

1 a. Only designated Regional employees shall search for and reproduce requested documents.

b. Requests shall be in writing and be submitted to the Regional Superintendent or the designated representative. These individuals shall respond within seven (7) working days unless the time period for response is validly extended in accordance with the administrative procedures for disclosure of public records. In instances of denial, the applicant may appeal that decision the Regional Superintendent and receive a determination within seven (7) wailing days.

2 Requests for documents maybe filed at the Regional Office between the hours of 9:00 a.m. and3:00 pm regular working days for that office.

3 The fee schedule for reproducing and certifying documents shall be $.50 per page.

Policy 1-014

Administrative Reports

It is the responsibility of the Regional Office of Education to compile and transmit such reports as may be required from time to time. Such reports should accurately reflect the status of the Region in relation to the information requested. Copies of all such reports must be retained, as a part of administrative records, and, as such, are the property of ROE No. 40.

Policy 2-001

Accounting System

The system of accounts shall provide for the appropriate separation of accounts, funds, and special monies as prescribed by state law federal regulations. The books and records of all programs of the Regional Office of Education shall be kept in accordance with the laws of the State of Illinois and in at least such minimal form as prescribed by the Illinois State Board of Education or the granting agency. The system of accounts shall be used for all business transactions and budgeting documentation to establish uniformity of systems and procedures.

Accounting and reporting transactions shall be kept current with a bills payable listing being prepared and approved by the Regional Superintendent on a periodic basis. All bank accounts shall be reconciled month.

Policy 2-002

Budgeting

On an annual basis, the Regional Superintendent shall prepare, or cause to be prepared, a budget for the operation of the Regional Office of Education No. 40. Such budget shall seek to identify revenue sources and expenses for the Region during the forthcoming fiscal year. It is recognized that said budget is a working document, and, as such, it is subject to periodic amendments, which will keep it current as the year progresses.

Policy 2-003

Budgets for Funded Projects

There are two basic documents that create the financial relationship between a funding agency and the Regional Office of Education. These documents are the approved project application and the approved budget. No expenses may be incurred prior to the receipt of these two documents.

The approved application outlines the goals, objectives, and activities of the project while the approved budget translates the planned activities into proposed expenditures. Included in the approved budget are line items that establish the amounts to be expended in each budget category. *All* expenditures from each project must be tied to a line item in the approved budget.

The project director or coordinator must maintain a complete copy of the approved application and approved budget, along with any approved amendments, and transmit the originals to the project bookkeeper for inclusion in the "official project file." Copies are also to be filed with the Regional Superintendent for use in maintaining an accurate view of the status of all funded programs.

On the approved budget, a specific beginning and ending date must be recorded, and all expenditures, including services and supplies, must occur within this time period. The budget document frequently contains a payment schedule that has been agreed upon by the funding agency and the ROE. Any major shifts in the timing of program activities and expenditures may require a change in the payment schedule.

In most projects, a budget revision is required when there is a major change in the approved goals or activities, when there is a significant increase or decrease in the amount to be spent in one or more budget line items, or if there is a need for a new budget line item. The project director or coordinator is responsible for receiving approval of project amendments.

Amendments require the written approval of the Regional Superintendent

Policy 2-004

Fiscal Records

All records relating to the financial transactions of the Regional Office of Education are the property of the ROE and must be kept in one of the offices of the Regional Office. These records shall include, but not be limited to, time and efforts forms, travel and expense vouchers, account journals and ledgers, balance sheets, monies received records, purchase orders, paid invoices, receipts, and records of encumbrances.

All records will be retained in compliance with the Illinois Records Retention Regulations and stored securely in clearly marked storage containers.

Policy 2-005

Purchasing

All purchases will be made through the authority and approval of the Regional Superintendent Requests for materials and supplies shall be developed by the staff and submitted to the program directors for initial approval. Upon this initial approval, the program director will cause the requests to be placed on purchase request forms. The program director will then sign and submit the purchase order. Purchasing which does not conform to this process will be subject to being redirected into the authorized purchasing process. Purchases encumbered in any other manner will not be the financial responsibility of the Regional Office, and individuals making such encumbrances shall be subject to disciplinary action.

Items or services which, because of their cost, quantity, and long-range usage, that can be grouped together for a better price advantage will be combined with other purchases.

Policy 2-006

Bids and Pricing Quotations

The Regional Office of Education subscribes to sound financial management by encouraging comparative pricing quotations on all items that lend themselves to these processes. Therefore, when purchasing items that, because of their cost and nature, lend themselves to comparative pricing, the purchaser shall seek and compile a list of comparative prices prior to making the purchase. Detailed specifications will be developed for each item and provided to interested vendors or agents upon request.

It is recognized that some items, because of quality, price, and availability, do not lend themselves to comparative pricing, but in all instances, purchasers shall secure the prices that are most favorable to ROE No. 40.

Policy 2-007

Inventories

The individual directing each of the Region's programs shall maintain a complete and updated inventory of all equipment and non-consumable supplies. An inventory of general equipment and supplies assigned to each of the two Regional office locations shall be maintained by a clerical person delegated that task. Unless defined otherwise by the granting agency, equipment shall be defined as any item having a useful life of more than one year and an acquisition cost of $500 or more. Inventories shall be maintained in a perpetual manner.

Inventory records shall show a definitive description, supplier, cost, age, condition, and location of each item. Inventories shall separate all items into categories based upon the source of funding used to purchase each item.

Transfer of equipment from one program to another must have the prior approval of the program administrator and the Regional Superintendent. Disposal of obsolete equipment requires the written approval of the Regional Superintendent.

Policy 2-008

Payroll

Individuals working as regular employees will be placed on the payroll for semi-monthly payment. These payments will occur on the 10th and 25th day of each month. Individuals that are not listed on the regular payroll will receive checks for services through the bill paying process.

Policy 2-009

Bonded Employees

The Regional Office of Education shall require bonding of employees who are responsible for receiving and issuing monies. Employees shall be bonded for an amount equal to the greatest total amount of money for which that employee has access and/or responsibility at any given time.

Policy 2-010

Contracting for Services

All contracting for services will be made through the authority and approval of the Regional Superintendent Request to contract services shall be developed by the staff and submitted verbally or in writing, for approval. Contracts encumbered in any other manner will not be the financial responsibility of the Regional Office, and individuals making such encumbrances shall be subject to disciplinary action.

Policy 2-011

Audits

Financial audits and program audits will occur on schedules determined by the Illinois State Board of Education or the granting authority. Employees of the Regional Office of Education shall cooperate fully with auditors in an effort to present a clear and accurate picture of the programs being audited. All auditing reports shall remain on permanent file with the Regional Office in a location designated by the Regional Superintendent and shall remain the property of the Regional Office of Education.

Policy 3-001

Employment Procedures

Upon the establishment of a position, either through an initial project approval and funding, a project amendment, or a vacancy created by resignation of existing personnel, the Regional Superintendent or designee shall advertise the position as appropriate. Appropriate personnel, as assigned by the Regional Superintendent, will screen applications and select qualified candidates for interviews. Employment decisions will be based on each applicant's qualifications as compared to the requirements of the available position. Consideration will be given to ability, experience, education and training, character, and potential in the position. All employment decisions shall require the approval of the Regional Superintendent of Schools.

All employees will be employees of ROE No. 40, with all such employment being on an "at-will" basis, subject to dismissal at any time with or without cause. Employees funded by yearly grants may be subject to immediate termination in the event that such funds are reduced, interrupted, restricted, or cease to exist. If this should occur, affected employees have no claim or right to continue employment due to length of service, skills, or previous experience.

All employees are subject to the direction and control of the employer or his/her designee and shall abide by the employment policies of ROE No. 40. Failure to observe these rules and regulations may be grounds for disciplinary action or immediate dismissal.

An employee who is leaving is expected to turn in all keys and other property of the ROE in his/her possession prior to receiving a final paycheck.

Policy 3-002

Equal Employment Opportunities

No person shall be discriminated against in any aspect of employment, in securing candidates for employment, in retention, and in promotion on the basis of race, color, religion, sex, national origin, age, handicapping condition, ancestry, marital status, reproductive health decisions, family responsibilities, or any other prohibited form of discrimination under Federal, or State law or government contract regulations. All employees of the Regional Office shall strictly adhere to this nondiscrimination policy.

Policy 3-003

Personnel Records

As a condition of employment and within one month of initial employment, each employee shall file the following wi1h the Regional Superintendent:

1. Up-to-date transcripts and other education or experience related records
2. Job related certification, which shall be renewed annually
3. Signed authorization for a criminal background check to determine whether the individual has any criminal convictions
4. For those employees who come into contact with children in the course of their employment, a signed Department of Children and Family Services Assurance Letter, acknowledging "Mandated Reporter" status in relation to child abuse in compliance with the Abused and Neglected Child Reporting Actof1985
5. A completed Department of Immigration I-9 Form, verifying eligibility for employment in the United States in accordance with Federal Law
6. Results of a test indicating freedom from tuberculosis.

These, and all other personnel records, will be kept, maintained, and given access to pursuant to the State Personnel Records Act Personnel records are considered confidential and may be reviewed only by:

1. The employee
2. An authorized agent of the employee, whose review takes place in the presence of the employee
3. The employees' supervisor(s)The Program Administrative Agent
4. An individual authorized to review personnel records through court order.

References obtained in the job application process will not be available to the employee for review.

Policy 3-004

Personnel Evaluation

All personnel shall be evaluated by the program administrator, Regional Superintendent and/or his designee based on a process established at the time of initial employment. If no such process was established at initial employment, the process to be used will be developed in consultation with the employee at least six months prior to the first evaluation. Evaluation is meant for informational purposes only and is not intended to create any type of employment status that modifies the "at-will" relationship of the employee.

Policy 3-005

Other Employment

Full time employees are prohibited from having conflicting employment while working in a full-time capacity with the Regional Office of Education. Other employment, while not prohibited, must be subordinate.to the position held in the ROE. An employee may not be paid by another employer for the same period of time the employee is being paid by the ROE.

If a full-time employee performs outside services or consultant services, such services or employment must be reported to and approved by the Regional Superintendent of Schools in order to avoid the potential of conflict with regular work assignments. Any such activity that creates a conflict of interest or other ethical concerns will not be approved.

Policy 3-006

External Consulting

Consultative services provided by the Regional Office of Education staff to any school, organization, agency, or person within the ROE No. 40 area of responsibility shall be provided free of charge. Honoraria and/or expenses cannot be accepted by the ROE staff for consultative services rendered within the assigned area of program responsibility.

Consultative services rendered outside of ROE No. 40 must be conducted during days or hours not contracted by the Regional Office of Education. Internal consulting by ROE No. 40 staff to other ROE programs must be pre-approved by the Regional Superintendent.

The Regional Superintendent must approve any exceptions to this policy, when deemed in the best interest of ROE No.40 in writing.

Policy 3-007

Drug and Alcohol Free Workplace

Introduction

In agreement and compliance with the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989, the Regional Superintendent of Schools of ROE No. 40, Calhoun, Greene, Jersey, and Macoupin Counties, Illinois, is adopting and implementing the following alcohol and substance abuse policy.

Philosophy

The use of drugs, including alcohol, in the workplace is unacceptable since it adversely affects health, safety, and productivity, as well as, public confidence and trust When drug abuse interferes with an employee's efficient and safe performance of work responsibilities and reduces that employee's dependability, a problem is created for the whole organization. This sort of dysfunctional situation places a heavy burden on all emp1oyees and creates a cost that is unacceptable for all persons involved. Therefore, ROE No. 40 has implemented a "zero tolerance" policy concerning drug and alcohol in the workplace.

Standards of Conduct

The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance, including cannabis, is prohibited in the workplace. Controlled substance means **a** controlled substance as defined by the Illinois Controlled Substance Act or Cannabis as defined by the Cannabis Control Act. As such, a controlled substance is one that is:

1. Not legally obtainable.
2. Being used in a manner different than prescribed.
3. Legally obtainable, but has not been legally obtained.

All employees will, as a condition of employment

1. Agree not to manufacture, distribute, dispense, possess, use, or be under the influence of alcohol or a controlled substance in the workplace.

2. Notify the Regional Superintendent of Schools of any criminal drug statute conviction for a violation occurring in the office premises or while performing work for the office, within five (5) days after such conviction.

3. Agree, in writing, to abide by the terms of this policy respecting a drug and alcohol free workplace.

For the purposes of this policy, workplace is defined as the Regional Office of Education Offices in Carlinville and Jerseyville, Illinois and other work-sites designated by the Regional Superintendent. Workplace does not include meetings at restaurants or other commercial establishments, but drug and alcohol use and consumption bans apply in these locations during work times.

Awareness and Information

In order to make employees aware of dangers of drugs and alcohol abuse, the Regional Office will:

1. Provide each employee with a copy of the Drug and Alcohol Free Workplace Policy.
2. Post notice of the Drug and Alcohol Free Workplace Policy.in a place where other information for employees is posted.
3. Make available materials from local, state, and national anti-drug and alcohol abuse organizations.
4. Enlist the aid of community and state agencies with drug and alcohol information and rehabilitation programs to provide information to office employees.

Action Upon Violation of Policy

The Regional Superintendent shall take appropriate disciplinary action with respect to an employee conviction of a drug offense in the workplace within thirty days after receiving notice of the conviction.

An employee who violates the terms of this policy may be subject to disciplinary action, up to and including the termination of employment and referral for prosecution.

Should the Regional Office of Education be a current participant in a Federal education program in which it is the prime grantee and a direct receiver of Federal funds, the Regional Superintendent shall notify the appropriate Federal agency from which the grant is received of the employee conviction within ten (10) days after receiving notice of the conviction.

Employee Assistance Program

The Regional Office of Education is interested in the health and wellbeing of all its employees, and acknowledges that is in the interest of everyone to deal with personal problems, which affect job performance. Alcoholism and drug abuse is recognized as treatable illnesses, responsive to treatment and rehabilitation. Any employees having one of these problems will receive the same careful consideration and referral to treatment that is extended to an employee having any other illness. Covered charges for medical and professional treatment will be handled in accordance with the provisions of the present group insurance plan.

Employees who have an alcohol or drug abuse problem are encouraged to voluntarily seek assistance and treatment on a confidential basis by contacting their immediate supervisor. Every effort will be made to maintain strict confidentiality of records and information. Those receiving help will not have job security or promotional opportunities jeopardized by participating in the program.

This employee assistance program is designed to assist employees with alcohol or drug problems that affect work performance. If, however, an employee continues to have unsatisfactory work performance, regardless of participation in the assistance program, the employee will be subject to normal corrective disciplinary procedures.

Implementation of this policy will not require or result in any special regulation, privilege, or exemption from the standard administrative practices applicable to job performance requirement.

Policy 3-008

Release, Reduction, or Reassignment of Employees

As program needs and priorities change, it may be necessary to eliminate, reduce, or reassign personnel. When these types of changes are necessary, people will be selected for release, reduction, or reassignment based upon any and/or all of the following criteria:

- Employee-performance
- Funding source
- Qualifications
- Program priorities

Final decisions related to staffing will be made by the Regional Superintendent in consultation with other persons when such action seems appropriate or necessary. · · ·

Policy 3-009

Sexual Harassment

Philosophy

A working environment wherein sexual harassment of employees **is** permitted fosters disrespect for fellow employees and supervisors, interferes with an employees work performance, and creates an intimidating, hostile· work environment. Sexual harassment can only be eliminated in a·· workplace when each individual takes personal responsibility for behaviors that foster respect for all other employees. Sexual harassment will not be permitted in the Regional Office of Education No. 40 nor will it tolerate false or malicious accusations of sexual harassment that create an atmosphere of fear and intimidation.

Definition

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment orre1atedac1ivities; (2) submission to or rejection of such conduct by an individual is used.as the basis for employment decisions affecting that individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment.

Responsibilities

1. Each individual employee has the responsibility to refrain from sexual harassment in the workp1ace
2. An individual employee who sexually harasses a fellow worker is liable for his/her individual conduct.
3. The harassing employee will be subject to disciplinary action up to and including discharge from employment
4. An employee who either observes or believes himself or herself to be the object of sexual harassment is responsible to report the incidents(s) to his/her immediate supervisor.

Procedures

An employee who either observes or believes herself or himself to **be** the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to both the supervisor and the offending employee. No one making a complaint will be retaliated against even if the complaint that was made in good faith

cannot be substantiated. Any witness will also be protected from retaliation. It is important to document each incident, in detail, as.it occurs. Written records such as letters, notes, memos, and telephone messages can strengthen documentation.

The following process for making a complaint about sexual harassment must be followed:

1. Direct Communication - If there is sexually harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome, and request that the offending behavior stop immediately. The initial message may be verbal, but if subsequent messages are needed, they should be placed in writing with a copy being submitted to the offended employee's immediate supervisor.
2. Contact with Supervisory Personnel - At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the incident(s) must be reported to the immediate supervisor. If the harasser is the immediate supervisor, the problem should be reported to the next higher level of supervisor.
3. Formal Written Comp1aint - When contact is initiated with the immediate supervisor a formal written complaint should also be initiated with the supervisor. This written complaint should document all of the details of the alleged offense and must include the date(s), time(s), and location(s) of the alleged offense(s).
4. Investigation - The immediate supervisor willfully investigates the complaint and advise the complainant, alleged harasser, and Regional Superintendent or his/her designee of the results of the investigation.
5. Resolution- The Regional Superintendent, in consultation with the employee's immediate supervisor(s), will determine appropriate actions to be taken to alleviate the problem and initiate remedial action(s).
6. Appeal Process - If the employee(s) are dissatisfied with the discip1inary decision, the decision may be appealed to the Regional Superintendent within ten (10) days after receipt of the decision. All appeals must be in writing. The Regional Superintendent will reinvestigate the complaint and review his decision within 10 days. After receipt of the appeal decision, the employee may file a formal complaint with the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunities Commission (EEOC). An IDHR or EEOC complaint must be filed within 180 days of the alleged incident(s) unless itis a continuing offense.

False and Frivolous Complaints

False and frivolous charges refer to instances in which the accuser is using sexual harassment complaint to accomplish some end other than stopping· sexual harassment. It does not refer to charges made in good faith, which cannot be proven. Given the seriousness for the accused, a false and frivolous charge is a severe offense that can, in itself, result in disciplinary action.

Policy 3-010

Mandated Reporter Status

All employees of the Regional Office of Education No. 40 who, because of their position as teacher, counselor, or student supervisor, are in direct contact with students, are mandated reporters under the Abused and Neglected Child Reporting Act (Illinois Revised Statutes, 1985, Chapter 23, paragraph 2051 et. Seq.) This means that the employee is required to report or cause a report to be made to a Child Abuse Hotline number (l-800-25A- BUSE) whenever there is reasonable cause to believe that a child under the employee's immediate professional or official supervision may be abused or neglected. There is no charge when calling the Hotline number, which operates24 hours per day,7 days per week, 365 days per year.:

The privileged quality of communication between these employees and their· students and/or clients is not grounds failure to report suspected child· abuse or neglect. Willful failure to report suspected child abuse or neglect may result in being found guilty of a Class **A** misdemeanor and license or certificate suspension or revocation if applicable.

Policy 3-011

Sex Equity Policies

It is the policy of the Regional Office of Education No. 40 that its educational programs, activities, services, and benefits will be provided to students without discrimination on the basis of sex, and that no student shall, on the basis of sex, be limited in the exercise of any right, privilege, advantage, or opportunity.

The Regional Office of Education No. 40 does not discriminate on the basis of actual or potential marital or parental status, and no student in the Region's programs shall be subjected to sexual intimidation or sexual harassment by any employee, by other students, or by the effect of any school policy or practice.

Reference is further made to Policy 3-002 for a statement concerning Equal Employment Opportunities.

Policy 3-012

Overtime and Compensation Time

All positions having a regular work schedule are exempt from overtime pay for hours worked beyond that established work schedule, and overtime compensation will not be paid. Individuals not having an established work schedule may not be paid for more than 40 hours in any workweek. It is recognized that, under infrequent, unusual circumstances, it may be necessary for an employee to work beyond their established work schedule. When this situation occurs, that individual may apply to the Regional Superintendent for approval of compensation time. The following guidelines shall apply:

1. Compensation time is only granted by the approval of the Regional Superintendent or Assistant Regional Superintendent.
2. Except in situations of extreme emergency, employees' must obtain prior approval for the accumulation of compensation time.
3. Compensation time will be awarded on an hour for hour basis for actual time worked.
4. Compensation time shall be recorded by the employee on a form provided by the bookkeeper with an appropriate verification signature being secured from the Regional Superintendent or immediate supervisor.
5. Permission to use compensation time as time away from employment duties must be secured in advance from the Regional Superintendent or immediate supervisor.
6. Compensation time must be used within twelve months of the actual time worked or the time will be forfeited by the employee.

Policy 4-001

Sick Leave

Each non-county employee working 24 hours or more per week shall be allowed ten days each year for personal illness, or for illness or death in the immediate family. Such sick leave shall accumulate at the rate of 0.833 sick days per month and shall be available for immediate use upon accumulation. Illness shall be defined as personal illness, quarantine at home, medical appointments, or serious illness or death in the immediate family. The immediate family shall include parents, spouse, siblings, and children. For employees working on less than a full-day schedule, a sick leave day shall be a day of the same length as that employee's normal working day. Unused sick leave may be carried forward beyond the fiscal year in which it was earned and may be allowed to accumulate to a maximum of 90 days. Upon retirement, unused days may be used as service credit for those employees participating in the Illinois Teachers Retirement System or the Illinois Municipal Retirement System. TRS and IMRF regulations shall determine the appropriate use and number of these unused sick leave days.

Employees working and paid on a daily basis shall not be eligible for sick leave.

Policy 4-002

Personal Leave

Each non-county employee working 24 hours or more per week shall be allowed 2 personal leave days each year for personal business. Personal leave days shall not accumulate from year to year, but unused leave days will be allowed to accumulate toward the 90 days sick leave accumulation maximum. For employees working on less than a full-day schedule, a personal leave day shall be a day of the same length as that employee's normal working day.

In instances of emergency, an employee may, after having used all personal leave time, request approval from the Regional Superintendent to draw upon sick leave accumulation for personal business leave. Such approvals will be considered on an individual, instance by instance basis.

County Employees

Sick leave and personal leave for persons whose employment is regulated by one of the counties comprising ROE No. 40 will follow the sick leave and personal leave policies of that respective County Board.

Employees working and paid on a daily basis shall not be eligible for personal leave.

Policy 4-003

Absence Reporting

When an employee is absent from work for any reason, said employee is responsible to complete an Absence Report Form stating the date, reason for absence, and absence category for each day the employee is away from work. The purpose of the Absence Report Form is to record days away from work for accounting purposes. Upon completion of the report form, the employee shall sign and date the document and return it to the secretary in charge of employee attendance recording. The office administrator will approve absence reports and determine if the days are deducted from sick leave, personal leave, assigned absence, or assigned as a salary deduction.

The employee in charge of attendance recording will maintain records of absence and provide each employee with an annual summary of absence and accumulated leave time.

Policy 4-004

Holidays

A holiday schedule will be established at the beginning of each employment year to designate the official holidays for that period. Employees, who for some reason, are required to work on an official holiday, will be allowed to choose another day on which to be absent from work. Unused holidays cannot carry forward from one year to the next.

Policy 4-005

Vacation

Each full-time employee will be granted vacation time based on their length of service with ROE No. 40 according to the following schedule:

Year 0 thru Year 4	10 days vacation/yr	(0.833 days/month)
Year 5 thru Year 14	15 days vacation/yr	(1.25 days/month)
Year 15 thru Retirement	20 days vacation/yr	(1.666 days/month)

Employees working on a full-time, but part-day schedule will be allotted days of the same length as that employee's normal workday. Temporary and part-time employees are not eligible for paid vacation.

Vacations must be scheduled and approved by the Regional Superintendent or Assistant Regional Superintendent of Schools. During the first year of employment, an employee must complete three months of service before being eligible to use vacation days.

A maximum of 5 unused vacation days may be carried forward beyond the fiscal year, unless approval to carry-over a greater number of vacation days is granted, in writing, by the Regional Superintendent. Maximum number of vacation days that may be granted to carry-over is 20 days.

Employees having earned vacation privileges prior to July 1, 2002 under another allocation system shall receive the vacation allotments established under that system. The individual employee affected by this policy shall be responsible to document and verify those allotments prior to July 1, 2003.

County Employees

Vacation for persons whose employment is regulated by one of the counties comprising ROE No. 40 will follow the vacation policies of that respective County Board. Vacation scheduling for these employees must be approved by the Regional Superintendent.

Policy 4-006

Family and Medical Leave

Employees may apply for up to twelve (12) weeks of unpaid leave per twelve (12) month period under the provisions of the Family Medical Leave Act of1993. Leave will be granted to any eligible employee who applies under the following circumstances:

1. The employee's own serious medical condition.
2. The employee's need to care for a parent, spouse, or child with a serious health condition.
3. The birth or adoption of a child by the employee or the placement of a foster child with the employee.

Eligibility

To be eligible for Medical and Family Leave, the employee must have at least twelve months' service and have worked a minimum of 1250 hours during the twelve-month prior to the leave. In addition, the leave for birth or placement of a child must take place within twelve months of the birth or placement.

Request for Leave

The employee shall submit a written request to the Regional Superintendent giving the reason for the leave and the requested leave dates. An employee may request to take the leave in intermittent periods in the case of the employee's own illness or the serious illness of a spouse, child, or parent, but not the birth, adoption or placement of a child.

For leave based upon serious health conditions, medical documentation from a physician must be submitted with the leave request. The Regional Superintendent may require a second opinion from a physician. Reimbursement will be handled by the Regional Office of Education.

Benefits During Leave

During leave based upon serious health conditions, all accrued sick, vacation, holiday, and personal leave must be utilized before unpaid leave is granted. The total of both paid and unpaid leave times must not exceed twelve weeks in a twelve-month period.

During leave for birth, adoption, or placement of a child, sick leave will be utilized during the period

of physical disability of the mother and/or child. Next, any accrued vacation, holiday, and personal leave will be utilized before unpaid leave is given. The total of both paid and unpaid leave times must not exceed twelve weeks in a twelve-month period.

During a medical or family leave, vacation and sick leave will continue to accrue as long as the employee is on paid status. Employees who participate in the group health insurance plan will remain so covered and the ROE will continue to pay the established rate for this classification of employee. Any employee share will be the responsibility of the employee.

Return to Work

At the conclusion of Family or Medical Leave of up to twelve weeks, the employee will be returned to the same position or a comparable position with equivalent benefits, pay, and other terms and conditions of employment.

Extended Medical Leave

Employees who are unable to return to work within the twelve-week maximum period for Family and Medical Leave, may apply in writing for an extension of their leave under the provisions of this section.

Such extensions require the approval of the Regional Superintendent. Extensions may be granted for up to fourteen additional weeks, bringing the total leave time to 26 weeks. Additional medical certification may be required from the employee at this time.

During an extended leave, the ROE will continue to pay the employee's cost of the group health plan as long as the employee is receiving pay and for the first month of unpaid time. After that, the employee will be required to pay the cost of his/her group health insurance coverage. No vacation, holiday, or sick leave benefits will accrue during the unpaid leave period.

No promise of return to the original or a comparable position is made or implied in the granting of an extended medical leave. At the conclusion of the leave, the ROE will make an effort to return the employee to a position as close as possible to the one he/she left. In some instances, the only position available for the employee may be in another program with a different rate of pay and perhaps a different working schedule.

Policy 4-007

Unemployment and Workers Compensation

Employees shall receive all legally required Unemployment Compensation and Workers Compensation coverage. Timely and proper documentation of these conditions is imperative in order to initiate coverage.

Employees injured on the job must report the injury immediately to their immediate supervisor. This initial report will allow for medical evaluation and treatment while documenting the injury insurance coverage. Failure to immediately report a work related injury can be the cause of a delay in medical treatment and the cause of future questions concerning coverage.

Policy 4-008

Jury Duty and Witness Duty

Employees shall receive full compensation while serving on jury duty or witness duty. No time consumed in the performance of jury duty shall be deducted from any employee leave provisions. In order to receive these jury duty provisions, reimbursement from any source, minus allowances for travel, meals and lodging, must be signed over by the employee to the Regional Office of Education.

Policy 4-009

Retirement

Employees shall contribute to an appropriate retirement system. The employee job classification will determine the retirement system to which the employee will contribute.

Eligible certificated employees will contribute to the Illinois Teachers Retirement System. The Regional Office of Education or the appropriate grant program will contribute the employer's share while the employee will contribute the required employee share of the contribution.

Eligible non-certificated employees will contribute to the Illinois Municipal Retirement System. The Regional Office of Education or the appropriate grant program will contribute the employer's share while the employee will contribute the required employee share of the contribution.

Eligibility for either program will be determined by either TRS or IMRF guidelines. Employees not eligible for either program will pay into Social Security.

Policy 4-010

Travel Reimbursement

Required travel in an employee's personal vehicle will be reimbursed according to guidelines established in the Travel Guide of the Illinois State Board of Education. A copy of this document is available, upon request, from the bookkeeper.

Each employee will be responsible for submitting a periodic travel record and reimbursement request in order to obtain reimbursement These forms should be submitted on the first day of the month. Travel outside the employee's assigned area of operations will require prior approval from the Regional Superintendent or designee in order to be eligible for reimbursement.

Policy 4-011

Professional Meetings and Conferences

Employees may request approval to attend professional meetings and conferences when such activities are required or advantageous for the performance of that individual's job assignment. Such requests require the prior, written approval of the Regional Superintendent or designee.
Professional activities that are routinely reoccurring in nature may be approved at the initiation of employment, thus requiring only notification of absence and documentation of attendance.

Reimbursement rates for travel and expenses will be based on the travel policies of the ROE. In some instances, budget restraints may limit participation to specific activities.