

ROCK ISLAND - MILAN SCHOOL DISTRICT 41

EMPLOYEE HANDBOOK
SCHOOL YEAR 2026-2027



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A Welcome from the Superintendent of Rock Island-Milan School District #41



Dear Team Member:

Welcome to the Rock Island - Milan School District 41 (RIMSD 41) family! On behalf of the Board of Education, the district leadership team, and your new colleagues, I am excited to officially welcome you to our team. We are thrilled that you have chosen to bring your talents, passion, and commitment to the scholars, families, and communities we serve.

At the Rock Island - Milan School District, our vision is to be a premier learning organization that enables scholars to achieve their maximum potential by equipping them with the necessary skills to be college, career, and life ready in a rapidly changing global society. Every member of our team—whether in the classroom, the office, or behind the scenes supporting teaching and learning or operations —plays a vital role in helping us meet that mission every single day.

You are joining a district that values:

- An equitable, safe, inclusive, and welcoming climate
- Being a community and regional asset
- Promoting positive and consistent family and community collaboration
- Embracing and celebrating diverse backgrounds, cultures, and perspectives
- Scholar learning and achievement - academic growth and attainment; social and emotional growth; cultural inclusivity
- Empowering staff to teach, lead, and serve by example

We believe in nurturing a supportive and professional environment where everyone is encouraged to grow and lead from where they are. You'll find that we invest in professional development, celebrate innovation, and listen carefully to the voices of our staff and community.

Thank you for choosing the Rock Island - Milan School District! Warm regards,

A handwritten signature in cursive script that reads "Sharon Williams".

Sharon Williams, Ed. D. Superintendent

A Welcome from the Assistant Superintendent of Human Resources



Dear Team Member,

On behalf of the Rock Island-Milan School District, it is my pleasure to welcome you to our RIMSD family!

The Human Resources team is thrilled that you have chosen to join a team of dedicated professionals who are committed to providing every student with a high-quality education and a safe, supportive environment in which to grow and thrive.

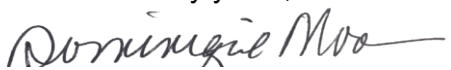
Your role, no matter the position, is critical to our mission, and your talents, passion, and commitment will make a lasting difference in the lives of our scholars and families.

At RIMSD, we value collaboration, innovation, equity, and continuous learning. We believe in empowering our staff, celebrating diversity, and building a culture of mutual respect and shared purpose. You are now part of a community that supports one another and works together to create opportunities and outcomes that matter.

As the Assistant Superintendent of Human Resources, I want you to know that my door is always open. Whether you have questions, need support, or simply want to share your experiences, please don't hesitate to reach out.

Thank you for choosing to be a part of our district. We're excited to have you on board and look forward to the incredible impact you will have.

Educationally yours,


Dominique Moore, Ed.D., pHCLE

Purpose

The purpose of this Employee Handbook is to provide employees with a clear understanding of the District's policies, procedures, expectations, and resources. It serves as a guide to help employees navigate their roles, understand their rights and responsibilities, and become familiar with the benefits and opportunities available to them. While not intended to cover every situation that may arise, the handbook establishes consistent standards, promotes fairness, and reinforces the District's mission, values, and commitment to a positive, professional, and respectful work environment.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to provide a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change.

For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or contact Dr. Dominique Moore, Assistant Superintendent of Human Resources at Dominique.Moore@rimsd41.org. District policies can be accessed online at: <https://www.rimsd41.org/page/policies>.

Section 1: Statement of Orientation

Equal Employment Opportunity (EEO) Statement

In its efforts to promote nondiscrimination and as required by law, RIMSD 41 does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made based on each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate based on sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: ***Dr. Dominique Moore, Assistant Superintendent for Human Resources, 2000 7th Avenue, Rock Island, 61201, dominique.moore@rismsd.org, (309) 793.5900.*** Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination based on a disability: ***Mrs. Alicia Sanders, Director of Student Services, 2000 7th Avenue, Rock Island, 61201, alicia.sanders@rismsd.org, (309) 793.5900.***

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Dr. Dominique Moore, Assistant Superintendent of Human Resources.

A. Nondiscrimination Compliance

Rock Island - Milan School District #41 adheres to all applicable laws and regulations that prohibit discrimination, harassment, harassment of a sexual nature and retaliation within and by the District, including the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d *et seq.*
5. Title VII of the Civil Rights Act, 42 U.S.C. § 2000e *et seq.*
6. The Age Discrimination in Employment Act of 1967
7. The State Officials and Employees Ethics Act
8. The Illinois Human Rights Act
9. Sections 10-22.5, 27-1, and 20.60 of the School Code and 23 Illinois Administrative Code Part 200
10. Victims' Economic Security and Safety Act, 820 ILCS 108/
11. Illinois Equal Pay Act of 2003, 820 ILCS 112/
12. Illinois Genetic Information Privacy Act (GINA), 410 ILCS 513/ and Title II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. § 2000ff *et seq.*
13. Employee Credit Privacy Act, 820 ILCS 70/

B. ADA Accommodations

The district will provide reasonable accommodations to employees with a disability if the accommodation would allow the individual to perform the essential functions of their job, unless doing so would create an undue hardship. An employee or their supervisor may initiate a request for accommodation by contacting Dr. Dominique Moore, Assistant Superintendent of HR and identifying an adjustment or change at work that is needed because of a disability. An employee may also submit a written request to HR.

Upon receiving the reasonable accommodation request, HR or the ADA coordinator will meet with the employee and conduct an informal, interactive discussion to identify an accommodation that will allow the employee to perform the essential functions of the job effectively. The district may request medical information concerning the employee's disability and to assist in determining what accommodation(s) may be available and appropriate. The employee will be responsible for obtaining the information from their health care provider. Medical information received will be confidential and kept separate from the employee's personnel file.

After meeting with the employee and reviewing medical documentation, HR or the ADA coordinator will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. Accommodation will be determined on a case-by-case basis. HR or the ADA coordinator will work closely

with the employee and supervisor to ensure that reasonable accommodation is provided and effective.

C. Discrimination, Harassment, and Retaliation

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

Definitions and procedures for reporting and investigating discrimination, harassment, and retaliation can be found in board policy 5:20.

D. Employment Classification

Certain positions within Rock Island–Milan School District #41 are represented by collective bargaining units - the Rock Island Education Association (RIEA) represents certified counselors, nurses, psychologists, social workers, and teachers; the Rock Island Educational Support Professionals Association (RIESPA), whose membership includes nurses, paraprofessionals, and security personnel; and the American Federation of State, County, and Municipal Employees (ASFCME) whose membership is represented by custodial, maintenance and secretarial staff. Employees covered by a collective bargaining agreements (CBAs) are subject to the terms and conditions outlined in the applicable collective bargaining agreement, which may include provisions related to wages, hours, and working conditions. Employees

not represented by a bargaining unit are considered “non-affiliated” and are subject to Board policies and administrative procedures.

In addition, all employees are classified according to federal and state wage and hour laws, as well as District policies. Employees may be designated as either *exempt* or *non-exempt* under the Fair Labor Standards Act (FLSA). Exempt employees are salaried and not eligible for overtime pay, while non-exempt employees are paid on an hourly basis and are entitled to overtime pay in accordance with applicable laws. Employees may also be identified as full-time, part-time, or temporary based on their regularly scheduled hours and duration of assignment.

These classifications are intended to clarify eligibility for wages, benefits, and overtime, but do not constitute a guarantee of continued employment for any specific period of time.

E. Union Employees

Employees within the union bargaining unit are covered by a written union contract, also known as a "collective bargaining agreement." Union-represented employees will be provided information regarding the union and the union contract at the time of hire or when they transfer into a bargaining unit position. The District is committed to honoring the collective bargaining agreement between the District and the union. For union-represented employees, that contract determines your pay rate and other terms and conditions of employment with the District. Many policies and benefits described in this Handbook apply to union and non-union employees. However, if there is any discrepancy between the information in this Handbook and matters in a collective bargaining agreement, the provisions of the collective bargaining agreement will control. In addition, this Handbook is not intended to and does not confer any benefits, compensation, or rights to union-represented employees that are greater or extend beyond those required by the collective bargaining agreement.

If you are a union-represented employee, we encourage you to consult with your supervisor if you have any questions about the collective bargaining agreement and its impact on your employment with RIMSD.

F. Independent Contractors

The general rule is that an individual is independent if the payer has the right to control or direct only the result of the work and not what will be done and how it will be done. If you are an independent contractor, then you are self-employed. Therefore, the

earnings of a person working as an independent contractor are subject to self-employment taxes.

G. Background Checks & Pre-Employment Requirements

Individuals must complete the required application form to be considered for employment. Applications must be completed online. The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board Policy on equal opportunity and minority recruitment. All applicants recommended for employment will be required to complete a physical examination, undergo a criminal background check, and a fingerprinting process. Employees of the Head Start program must also submit proof of an initial tuberculin test (or submit proof of one with the Previous 12 months) before reporting to work and every three years after that.

The District will comply with all applicable federal, state, and local laws relating to such background checks. As a condition of employment, each new employee must complete the Employment Eligibility Verification Form 1-9 and present valid and accurate documentation establishing identity and employment eligibility.

All employees must maintain the ability to prove their legal ability to work in the United States as a condition of continued employment. Violating this policy, either by a new employee or management, is unacceptable or may lead to discipline, up to and including termination.

No individual who appears on the Sex Offender Registry or who have been convicted of enumerated offenses as outlined in 105 ILCS 5/21B-80(c) shall be employed by the district. The School Board makes all final hiring decisions based only on the recommendation of the Superintendent or designee.

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine. The employee must have the physical examination performed within in 30 days of the first day of employment. Any employee may be required to have additional examinations consistent with business necessity. The Board of Education will pay the expenses of such additional examinations.

As a condition of employment, all employees must participate in a district orientation program customized to their employee group. Details concerning the dates of this orientation will be given to all employees at the time of hiring.

H. Illinois Child Labor Laws and Work Permit Requirements

In accordance with Illinois law, individuals under the age of 16 must meet specific requirements in order to be employed. These include:

1. Obtaining an employment certificate confirming that the minor is of legal age to work, is physically capable of performing the job, and that the work will not interfere with the minor's education.
2. Prohibition from working in hazardous occupations.
3. Restrictions on working hours: minors may not work before 7:00 a.m. or after 7:00 p.m., except between June 1 and Labor Day, when work is permitted until 9:00 p.m.

I. Job Descriptions

The Human Resources Department develops and maintains job descriptions for each job and/or category. Employees will be given a copy of their job description at orientation.

Section 2: Workplace Conduct & Expectations

A. Illinois Governmental Ethics Act Requirement

All District employees are expected to maintain high standards in their school relationships, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional relationships with students, parents, staff members, and others.

The Ethics Advisor shall be the Chief School Business Official unless designated otherwise by the Superintendent. The Ethics Advisor shall serve as a resource to employees and Board members regarding this policy.

B. Code of Professionalism

Each Rock Island-Milan School District #41 Employee shall:

1. Report to work acceptable for the job assignment and remain fit for duty.
2. Prepare for and perform all assigned duties required by one's job description(s).
3. Comply with justifiable directives issued by established lines of authority.
4. Identify, report, and/or control, if possible, unsafe conditions and/or safety hazards to maintain safe and secure working and/or learning environments.
5. Demonstrate respect, fairness, and integrity when interacting with students, parents, staff, administrators, community members, and stakeholders.
6. Comply with federal laws, state statutes, Board policies, and related administrative procedures prohibiting coercive, harassing, threatening, retaliating, or discriminating conduct. *Board Policies can be found on the rimsd41-website- go to district drop down to board of education and click on to board policies you can even get board meeting videos.*
7. Communicate in a truthful and timely manner.
8. Acquire, use, maintain, and dispose of District assets ethically and responsibly in accordance with federal laws, state statutes, Board policies, and related administrative procedures.
9. Maintain confidentiality of information as required under federal laws, state statutes, Board policies, and related administrative procedures.
10. Report actions that may represent violations of federal laws, state statutes, Board policies, and/or related administrative procedures.
11. Refrain from any activity that may reasonably interfere with the legitimate operational interests of the District or one's ability to perform duties as assigned effectively.
12. Comply with all other federal laws, state statutes, county and city regulations, Board policies, and related administrative procedures.

C. Employee Discipline

Our district utilizes a positive progressive discipline model known as Employee Discipline in and Education Environment (EDEE), to manage staff conduct and/or productivity concerns. In cases where an employee violates the Code of Professionalism, the District supports using positive, progressive discipline to address these violations.

D. Employee Appearance and Dress

All employees are expected to report to work in clean, professional attire that is appropriate for their job responsibilities and supports a safe learning environment. While on duty, employees shall:

1. Be clean, neat, and well-groomed.
2. Dress in a manner consistent with their professional responsibilities.
3. Present a professional appearance that serves as a positive role model for children, students, families, and the community.
4. Ensure that hairstyles, clothing, and accessories do not interfere with the educational environment or create a safety hazard.
5. Wear their District-issued identification badge so it is visible at all times while on District property or conducting District business.
6. Wear jewelry that is modest and does not create a safety risk or interfere with the supervision and care of children.
7. Wear closed-toe, non-slip, or other safe footwear appropriate for their work environment and job duties, particularly when working directly with children or in classrooms, kitchens, playgrounds, or other activity areas.

Employees may be required to wear clothing or protective equipment appropriate for specific job assignments or activities as determined by their supervisor. Employees who fail to comply with these appearance and dress guidelines may be required to leave work until they are appropriately attired or groomed. Time away from work for this purpose may be unpaid, unless otherwise required by law or an applicable collective bargaining agreement. Repeated violations may result in disciplinary action, up to and including termination of employment.

E. Conflict of Interest

Employees are required to disclose in writing to the district any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

1. A personal financial interest
2. A business interest
3. Any other obligation or relationship
4. Non-school employment

Employees should contact Human Resources for additional information.

F. Use of District Property/Technology

Information Technology and Electronic Communications

The District provides various IT resources to employees to assist them in performing their job duties. These include but are not limited to the District's computers, computer network, email system, Internet service, software, storage media and devices, telephones, voice mail, printers, copiers, scanners, and fax machines. In addition, many employees have their own personal IT resources available at work, such as cellular phones, tablet computers, and similar devices, some of which may be used to access District IT resources.

The same policies and principles that apply to employee conduct also apply to using District-provided and personal IT resources. Additionally, employees must also comply with the following policies and guidelines.

Personal Use

During working hours, employees are expected to be at work performing their assigned job duties. Therefore, employees may refrain from using work time for personal pursuits, including private telephone calls, email correspondence, surfing the Internet, or participating in social media, whether using the District's IT resources or their own.

The District's IT resources are provided for business use only. Personal use of these resources is discouraged and may result in discipline or termination if such use violates any District policy or the law, distracts other employees from their job duties, or interferes with the security or stability of the District's IT resources.

Privacy

By using the District's IT resources, you acknowledge and agree that the District may monitor all use of its IT resources and has the right to access, record, store, transfer, review, disseminate, dispose of, and use any data or communications sent, received, accessed, viewed, or stored using any of its IT resources, to the fullest extent allowed by applicable law, with or without further notice to you. No user should view, copy, alter, or destroy another's personal electronic files without permission.

Employees should assume that any business-related or personal communication they create, send, receive, or store on the District's information technology resources may be read or heard by someone other than the intended recipient. In particular, highly confidential or sensitive information should not be sent through email or the Internet.

The District has the right to monitor any usage of its computer systems, including (but not limited to) sites visited by users on the Internet, chat groups, and newsgroups. In addition, all employees must be aware that the District may use automated software to monitor documents created, stored, sent, or received.

Some of the District's information technology resources can be accessed only by entering a password. Passwords are intended to prevent unauthorized access to information. Passwords do not confer any privacy right upon any District employee. Thus, even though employees may maintain passwords for accessing information technology resources, employees must not expect any information maintained on the information technology resources, including electronic mail and voicemail messages, to be private. Employees are expected to maintain their passwords as confidential

Acceptable Use

Please refer to the Acceptable Use Policy—Appendix C

G. Drug-Free Workplace

RIMSD 41 is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs during working hours may be dismissed according to 105 ILSC 127/.

State law prohibits smoking, using tobacco, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity.

Exceptions may be made for smoking cessation products with medical documentation on file.

H. Nepotism

The Board of Education is committed to equal opportunity employment, to employment policies that promote quality in employment, that support good morale, and that discourage practices which interfere with these qualities or which present a conflict of interest, bias, or interfere with the legitimate supervisor-supervisee relations. Board of Education policy 5:32 explicitly outlines conditions which fit the definition of nepotism.

I. Discrimination, Harassment, and Retaliation

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the building principal, supervisor, or appropriate district official. If the building principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

Board of Education policy 5:20 defines harassment and outlines the procedures for reporting a claim.

J. Illinois Gift Ban Act

Illinois law (5 ILCS 430/10-10) prohibits members of the Board of Education, officers, and salaried employees of the District, as well as their spouses and certain immediate family members, from soliciting or accepting certain gifts.

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

K. Mandated Reporting of Child Abuse or Neglect

Under Illinois law, any District employee who has reasonable cause to believe that a student may be an abused or neglected child is a mandated reporter and must report the suspected abuse or neglect to the Illinois Department of Children and Family Services (DCFS) or ensure that such a report is made.

In addition to filing a report with DCFS, employees should promptly notify their immediate supervisor or contact the PPS (Pupil Personnel Services) Department if they suspect abuse or neglect. Failure to report suspected abuse or neglect may result in legal consequences as well as disciplinary action.

L. Outside Employment

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

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

Employees shall not engage in any other employment or private business during regular working hours or at other times necessary to fulfill appropriate assigned duties.

M. Bringing Children to Work

To maintain a professional working environment, the District prohibits employees from bringing their children to work at any time during the work day if the purpose of bringing a child to work is to provide child care or supervision because other arrangements have failed.

If a child is brought to work, it must be done with the knowledge and permission of the employee's immediate supervisor and the Department of Human Resources administrators.

N. Prohibited Political Activities

1. Illinois law (5 ILCS 430/5-15) addresses prohibited political activities and sets forth certain prohibitions pertaining to public sector employees.
2. No employee may intentionally perform any of the following prohibited political activities during any compensated time:
3. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political events.
4. Soliciting contributions, including but not limited to purchasing, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political events.
5. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
6. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
7. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
8. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
9. Soliciting votes on behalf of a candidate for elective office, a political organization, for or against any referendum question, or helping get voters to the polls.
10. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
11. Contributing to any candidate for elective office in that capacity or connection with a campaign for elective office.

12. Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.
13. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material for any candidate for elective office or for or against any referendum question.
14. Campaigning for any elective office or for or against any referendum question.
15. Managing or working on a campaign for elective office or for or against any referendum question.
16. Serving as a delegate, alternate, or proxy to a political party convention.
17. Participating in any recount or challenge to the outcome of any election.

O. Personnel Records

If changes occur in your name, marital status, address, number of dependents for tax purposes, phone number or your designated emergency contact, or other personal information, please notify Human Resources of these changes so that your employment records may be kept up-to-date. Beneficiary changes for insurance and other employee benefits must also be reported to become effective.

Federal and state laws and regulations govern the access and use of personnel files. All personnel files maintained by Human Resources are private and confidential. Except as specifically provided in this policy, no person (other than the employee accessing his or her own file) shall have access to employee personnel files. An employee who would like the District to release additional information about their employment must submit a written request in writing to the Superintendent or designee.

P. Communicable and Chronic Infectious Diseases

Employees with a communicable or chronic infectious disease will be permitted to retain their positions whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee can continue to perform the position's essential job functions. Employees who cannot retain their positions shall remain subject to the Board's employment policies, including sick leave, physical examinations, temporary and permanent disability, and termination. Determining whether an employee with a communicable or chronic infectious disease may retain his or her position will be made in accordance with established procedures.

Q. Fundraising Guidelines

All fundraising activities on behalf of the District must be approved in advance by the building principal or appropriate administrator. Fundraisers should:

- Align with District policies, safety standards, and educational goals.

- Use funds only for the stated purpose and maintain accurate records of collections and expenditures.
- Comply with all laws and regulations, and avoid prohibited items (e.g., tobacco, alcohol).
- Be voluntary for student participants and not interfere with instructional time.
- Represent the District positively, including any community or business solicitations.
- Ensure student safety and appropriate supervision at all times.

A final report summarizing the fundraiser and accounting for funds raised must be submitted to the supervising administrator.

R. Personal Cell Phones and Electronics

If you wish to do so, you may carry a personal cellular phone, smartphone, or similar device at work. However, your device must be kept in silent/vibrate mode to ensure that it does not disrupt the workplace.

Occasional personal calls, text messages, etc., are permitted if they do not disrupt your work or the work of your fellow employees. However, you should reserve personal calls and text messages whenever possible for your break or meal periods. In addition, you must ensure that any conversations do not disrupt other employees.

Employees may not use cell phones or personal electronic devices in the warehouse, as the distraction caused by such devices presents a safety hazard.

The District will not be responsible for the loss of or damage to any personal cell phones or electronic devices.

S. Employee Evaluations

All employees of the District will receive a formal performance evaluation at least once per year. The purpose of the evaluation is to:

1. Assess job performance and effectiveness in fulfilling assigned responsibilities.
2. Provide constructive feedback and guidance for professional growth.
3. Identify strengths, areas for improvement, and potential development opportunities.
4. Ensure alignment with District goals, policies, and expectations.

Evaluations will be conducted by the employee's immediate supervisor or other designated administrator. Employees are encouraged to participate in the evaluation process through self-assessment and discussion with their evaluator.

Results of the evaluation will be documented and placed in the employee's personnel file. Performance evaluations may be considered in decisions related to professional development, merit increases, and other employment actions.

T. Employee Recognition

Shout-Outs are submitted by people who want to pat their fellow peers on the back for the extraordinary things they are doing to make a difference in our students' lives whether it is in or out of the classroom.

Our website has a form for shutouts under the staff tab on the main page.

Section 3: Attendance, Leaves & Absences

The district offers employees paid and unpaid leaves of absences. Paid leave must be used in full or half day increments. This handbook summarizes the most common types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call Human Resources to request proper documentation and approval.

A. Attendance

An employee absent for reasons other than those permitted or excused by the District, holiday, vacation, or leave policies or who repeatedly fails to provide notice as required will be subject to appropriate disciplinary action up to and including discharge. Any employee who fails to report to work for ten consecutive days without notice to his/her supervisor will be assumed to have resigned and abandoned the job. In such a case, the employee will be terminated.

B. Holidays

Holidays recognized by the District will be observed in accordance with applicable provisions of the Illinois School Code, Board policy, and any applicable employment agreements.

Unless the District receives a waiver or statutory authorization permitting school to be in session on a recognized holiday, eligible employees will not be required to work and will receive holiday pay in accordance with District policy and applicable requirements.

When a designated holiday falls on a Saturday, it shall be observed on the preceding Friday. When a designated holiday falls on a Sunday, it shall be observed on the following Monday. When a holiday falls on a student attendance day, the day shall be designated as “floating” and added to the employee vacation bank. Twelve month administrators and non-affiliated personnel shall observe the following holidays:

- Independence Day – July 4, 2026
- Labor Day – September 7, 2026
- Columbus Day – October 12, 2026
- Veteran's Day - November 11, 2026
- Thanksgiving - November 26, 2025

- Day after Thanksgiving - November 27, 2026
- Christmas Eve - December 24, 2026
- Christmas Day - December 25, 2026
- New Year's Eve - December 31, 2026
- New Year's Day - January 1, 2027
- MLK Holiday - January 18, 2027
- President's Day – February 15, 2027 (floating)
- Good Friday – March 26, 2027
- Monday After Easter – March 29, 2027 (floating)
- Memorial Day - May 31, 2027
- Juneteenth - June 19, 2027

The list of paid holidays is subject to change annually based on the needs of the District.

Employees covered by a Collective Bargaining Agreement should consult their contract for holiday provisions. For example, the District may require certain educational support personnel to work on a holiday during emergencies or when necessary to maintain facility operations.

Non-affiliated employees that work less than 260 days per year are only paid for the days worked. They do not receive vacation or holiday pay. However, they receive two (2) Personal and fifteen (15) sick days yearly.

C. Absence notification

This Absence Notification Policy applies to all forms of time off for any reason, including but not limited to paid vacation, paid sick leave, Family and Medical Leave Act ("FMLA"), and other unpaid leave.

D. Timing of Notification

Generally, employees are expected to provide as much notice of your absence as practicable. If you are unable to notify the District of your need for time off and submit a Leave Request Form before the day on which your time off begins, you must call, text, or email your supervisor to report your expected absence no later than 1 hour before you are scheduled to begin work. If you cannot call, text, or email by 1 hour before you are scheduled to begin work, you must contact your supervisor as soon as practicable. If you

cannot call personally, a spokesperson (such as your spouse, an adult family member, or another responsible party) may do so on your behalf.

E. Leaving During the Work Day

If you must leave work before the end of your scheduled work day, you must inform your supervisor and submit a completed Leave Request Form to your supervisor, if possible, before you leave.

F. Scheduled Absences

When requesting time off, you are expected to work with your supervisor to arrange a schedule that accommodates your needs while minimizing disruption to the District's operations. Unless your leave has been scheduled and approved in advance, you must follow the established notification procedures for each day you are absent, unless prevented by extenuating circumstances. If you are on leave for more than five consecutive workdays, you are required to check in with Human Resources periodically to provide updates on your status and to confirm your intent to return on the scheduled date, unless you have been advised otherwise

G. Consequences for Failure to Report Absences

Failure to comply with this policy or to provide documentation or information requested by the District in support of an absence may result in delay or denial of requested time off, loss of pay, and/or discipline up to and including termination of employment.

H. Paid Vacation

The District encourages eligible employees to take vacation time away from work.

Non-union employees that work twelve-month (260-days) shall be **eligible** for paid vacation days earned during each fiscal year as follows:

1. From the date of hire, employees that work twelve-month (260 days) shall receive twenty-five (25) days of vacation per year.
2. Twelve-month employees may carry over ten (10) days from the previous year. Vacation balances over ten days will permanently expire if not used by July 31.
3. Twelve-month employees will receive an additional vacation day when one of the listed holidays falls on a student attendance day.
4. Whenever possible, you must schedule your absences, including any vacation, as far in advance as possible under the circumstances. The District reserves the right to deny requests to use vacation time for absences not scheduled in advance.

5. If an employee leaves the District's employment for any reason, the District will pay the employee for any unused vacation that the employee has accrued as of the employee's separation date.
6. Regular part-time employees are not eligible for vacation days.

I. Personal Days

All members of a collective bargaining unit shall refer to the appropriate agreement regarding personal days. The District provides all non-affiliated, full-time employees with two (2) personal days per year. These days are in addition to vacation and sick leave. Employees may use a personal day for anything they deem personal. Personal days are subject to supervisor approval. Following are further details:

1. All eligible employees are granted two (2) personal days upon hire and accrue two personal days on July 1 of each year. However, if hired after July 1 of the current fiscal year, days are prorated to the amount of time remaining in the fiscal year contract.
2. Personal days that are not used continue to accumulate. You can only hold up to five (5) personal days in a year. When you accrue two (2) the following year, they will roll over into your sick leave account. Once your employment ends, your sick leave balance is counted as additional service credit.

J. Sick Days

Non-affiliated full-time and part-time employees who work at least 600 hours per year are eligible for a minimum of 10 paid sick leave days and up to a maximum of 15 days per year, unless otherwise specified in this policy. Part-time employees accrue sick leave based on the length of their regular workday. Unused sick leave may accumulate to a maximum of 230 days, including days granted for the current year.

For purposes of this policy, sick leave may be used for the employee's personal illness, quarantine at home, or for a serious illness or death in the employee's immediate family or household, as defined in 105 ILCS 5/24.

Employees working 3.5 hours or more per day are considered to work more than 600 hours annually and, therefore, must be enrolled in the Illinois Municipal Retirement Fund (IMRF) for retirement purposes. These employees are also entitled to a minimum of 10 sick leave days per year.

Non-affiliated twelve-month employees are granted up to 15 days of paid sick leave each school year. Non-affiliated ten-month employees are granted 13 days of paid sick leave each school year.

K. Sick Leave Bank

If an employee experiences a catastrophic illness, as certified by a physician, and has exhausted all available paid leave, a non-affiliated full-time employee may donate sick leave days to the ill employee, subject to approval. To qualify, the following conditions must be met:

1. The ill employee must work at least seven (7) hours per day.
2. The ill employee must have completed at least ten (10) consecutive years of service with the District.
3. Sick leave donations may be made to no more than two (2) non-union employees per fiscal year, with a maximum of forty (40) donated days per employee.
4. An employee may not use more than forty (40) donated sick leave days over the course of their employment with the District.

All requests under this policy require final approval from Human Resources.

L. Family and Medical Leave Act (FMLA)

The District is committed to compliance with the Family and Medical Leave Act of 1993 ("FMLA"). A description of your rights and responsibilities under the FMLA is included in Appendix A at the end of this Handbook.

The following describes the District's specific policies and procedures relating to FMLA leave. This policy does not intend to confer any contractual or other legal rights beyond those provided by the FMLA and does not alter any employee's "at-will" status.

Eligibility

FMLA leave is available only to certain eligible employees. To be an "eligible employee" under the FMLA, you must:

- A. Have been employed by the District for a total of at least 12 months; and
- B. Have worked at least 1,250 hours for the District during the twelve months before the date on which your leave is to begin; and
- C. Work at a location where the District employs at least 50 employees within 75 miles.

If you are an eligible employee, you may take leave under the FMLA for the following reasons:

- A. For a serious health condition that makes you unable to perform the essential functions of your job;
- B. For the birth of your child and to care for your newborn child;
- C. For the placement with you of a child for adoption or foster care;
- D. To care for your spouse, child (who is under 18 years of age or incapable of self-care due to a physical or mental disability), or parent (not a parent-in-law) who has a serious health condition;
- E. To address "qualifying exigencies" that arise because your spouse, son, daughter, or parent is a member of the Armed Forces who is on or has been notified of an impending covered active duty deployment to a foreign country;
- F. To care for a spouse, son, daughter, parent, or next of kin who is a "covered service member" while the covered service member is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list.

Amount of Leave

FMLA leave may last for a total of up to 12 weeks during a calendar year. Leave taken for the health condition of a spouse, child, parent, or employee may be taken intermittently or on a reduced schedule if medically necessary. This means, where appropriate, taking leave in blocks of time or reducing the regular weekly or daily work schedule, so long as FMLA leave is at most 12 weeks during the fiscal year. Leaving for a child's birth, adoption, or placement may be taken intermittently only by prior arrangement with the District.

An employee and spouse both working for the District who are eligible for FMLA leave are permitted to take only a combined total of 12 weeks if the leave is for the birth, adoption, or placement for foster care of a child or to care for a parent with a serious health condition.

Requesting FMLA Leave

If you need time off for a reason that may qualify under the Family and Medical Leave Act (FMLA), you must follow the District's absence notification procedures. Failure to comply with reporting requirements or to provide requested documentation may result in delays, denial of leave, or disciplinary action up to and including termination of employment.

It is your responsibility to provide the District with the information necessary to determine whether your leave is FMLA-eligible. The FMLA also requires employees to respond to reasonable requests for additional information regarding their leave. Failure to respond may result in a delay or denial of leave.

To request leave under the Family and Medical Leave Act (FMLA), employees must provide sufficient information for the District to determine whether the FMLA applies. At a minimum, employees must provide:

- The specific reason for the absence, with enough detail for the District to assess FMLA eligibility.
- The anticipated start and return dates of the leave, including specific times and dates of absence if known.
- A telephone number where the employee can be reached for additional information.

Calling in “sick” without further explanation is not acceptable.

Leave Request Form

Employees must complete a Leave Request Form as soon as practicable and submit it to their supervisor, who will forward it to the Office of Human Resources.

Notice Requirements

- **Foreseeable Leave:** When leave is foreseeable, employees must provide at least 30 calendar days’ advance notice. In cases of planned medical treatment, employees should consult with their supervisor to schedule leave in a way that minimizes disruption to District operations.
- **Unforeseeable Leave:** When leave is not foreseeable (such as a medical emergency), employees must provide notice as soon as practicable—ordinarily within two business days of learning of the need for leave.

Medical Certification

For leave related to the employee’s serious health condition, or that of a spouse, child, or parent, the employee must submit a completed medical certification form from a health care provider. This form will be provided by Human Resources. The District may require a second or third opinion, at its expense. Employees will not be permitted to begin or continue FMLA leave without valid medical certification.

Intermittent Leave or Reduced Schedule

When foreseeable intermittent leave is needed for planned medical treatment or recovery from a serious health condition, the District may temporarily transfer the employee to an alternative position (with equivalent pay and benefits) that better accommodates recurring absences.

Unpaid Leave and Substitution of Paid Leave

Except as provided in this paragraph, all FMLA leave is without pay. However, an employee may use accrued vacation and personal days for any covered FMLA leave may utilize accrued sick days due to the employee's serious health condition or for the illness of a spouse, child, or parent.

The District may require an employee to utilize accrued vacation, personal, or sick days during a covered leave. Human Resources will notify the employee if the District requires the use of accrued time during a covered leave.

The District will maintain group health insurance coverage for 60 days during a covered FMLA leave on the same terms as if the employee had continued to work.

Reporting Requirements During Leave

While on FMLA leave for more than one work week at a time, you may be required to contact Human Resources periodically to report your status and confirm your intention to return to work on the scheduled date.

Reinstatement after Leave

Employees who return from covered FMLA leave will be reinstated to their same or equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Before returning to work from an FMLA leave for your serious health condition, you may be required to submit a certification from your healthcare provider to resume work. If requested, this certification must confirm that you can perform the essential functions of your position (with or without reasonable accommodations) as outlined in the job description the District provided.

Coordination with other Statutes

Leave entitlement under state law, and the FMLA run concurrently, where both laws cover the same type of leave. For example, state law provides maternity/adoptive leave; time spent on such leave will simultaneously be counted toward FMLA leave eligibility.

M. Military Leave

Leaves for service, National Guard, and General Assembly, as well as any re-employment rights, shall be granted by state and federal law. A professional staff member hired to replace one in military service or the General Assembly does not acquire tenure.

If you need time off in connection with your military service, please get in touch with Human Resources as soon as possible to make appropriate arrangements. You may be asked to provide copies of your orders or other appropriate documentation.

Illinois Family Military Leave

Under the Illinois Family Military Leave Act, eligible Illinois employees who are the spouses or parents of a person called to state or federal military service lasting longer than thirty days are eligible for leave up to 30 days. To be eligible for leave under this Act, you must have worked for the District for at least twelve months and at least 1,250 hours in the twelve months immediately preceding the requested leave. Furthermore, you must exhaust all available paid leave before you are eligible for family military leave under the Act.

Military Caregiver Leave

Eligible employees may take up to 26 weeks of job-protected leave in a single 12-month period to care for a covered service member with a severe illness or injury. Critical provisions of leave to care for a seriously ill or injured service member include:

1. Eligible employees are entitled to leave to care for a current member (or one who is on the temporary disability retired) of the Armed Forces, including a member of the National Guard or Reserves who has a serious illness or injury incurred in the line of active duty requiring treatment, recovery, or therapy.
2. Employees may not take leave for former service members and members on the permanent disability retirement list.
3. To care for a covered service member, the eligible employee must be the spouse, son, daughter, parent (excluding in-laws), or next of kin. "Next of kin" is the nearest blood relative other than the service member's spouse, parent, son, or daughter,

in the following order of priority: blood relatives who have been granted legal custody by court decree or statute; brothers and sisters; grandparents; aunts and uncles; and first cousins, unless the service member has designated another blood relative as their nearest blood relative, in writing, for purposes of military caregiver leave under the FMLA. When no designation is made, and multiple family members have the same level of relationship with the service member, all such family members are considered next of kin and may take FMLA leave to provide care.

4. The "single 12-month period" begins the first day an employee takes leave to care for a covered service member and ends 12 months after that date, regardless of the employer's method for determining 12 work weeks of leave for FMLA-qualifying reasons. The remaining time is forfeited if an employee does not take all 26 weeks of leave to care for a covered service member during the 12 months.
5. An employee is entitled to a combined total of 26 work weeks of leave for any FMLA-qualifying reason(s) during the single 12-month period, including time taken to care for a service member.
6. The employer is responsible for designating the leave as FMLA-qualifying, paid or unpaid, and giving the employee notice of the designation.
 - a. Leave that qualifies as both service member care leave and leave to care for a family member's serious health condition cannot be designated to count as both types of leave simultaneously.
 - b. A husband and wife eligible for FMLA and work for the same employer may be limited to a combined total of 26 weeks of leave.

N. Jury Duty

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

The District will deduct any fees that an employee receives for such duties, less mileage and meal expenses, from the employee's compensation or make arrangements for the employee to endorse the fee check to the District.

An employee should give the District five (5) days prior notice of pending court duty. In addition, the employee must inform their supervisor about the time required for jury duty or court appearances.

O. Leave to Vote

If your scheduled work hours begin fewer than two hours after polls open and end fewer than two hours before polls close, you may take up to two hours of leave with pay between

the opening and closing time of the polls to vote. You must notify your supervisor at least one day before the election to take leave to vote. The District will specify the time for your voting leave.

P. Illinois Victim's Economic Security and Safety Act

The Illinois Victims' Economic Security and Safety Act (VESSA) provides that Illinois employees who are victims of domestic or sexual violence or have a family or household member who is a victim of domestic or sexual violence are entitled to specific reasonable accommodations and may take up to 12 weeks of leave from work on an unpaid basis during any 12 months to address these issues. Please contact Human Resources for further information about leave or accommodations available under VESSA.

VESSA leave is generally unpaid. However, employees may elect to use accrued and unused paid leave benefits concurrently with VESSA leave to receive pay for the leave period, subject to the terms and conditions under the applicable paid leave policies. In addition, employees may elect to continue their health and life insurance coverage during VESSA leave.

The District will comply with VESSA's requirements regarding the confidentiality of information relating to an employee's request for leave or accommodation under this policy.

Q. Family Bereavement Leave Act (FBLA)

The FBLA has been expanded to include ten (10) days of bereavement leave. For the purposes of this policy, the ten days shall include five (5) days of fully paid leave and five days of allowable sick leave. This policy has also been expanded to include a domestic partner as an immediate family member.

When a death occurs in an immediate family member, the eligible employee(s) shall be granted leave up to five (5) school days for each occurrence with full pay and five (5) full days of allowable sick leave. These days are in addition to and separate from accumulated sick leave.

R. Critical Illness

For purposes of this policy, critical illness is defined as an illness pertaining to or, like a crisis, in danger of death when major complications occur when the prognosis is poor. Critical illness leave may be used only once for the same occurrence in any school year for any one member of the immediate family.

Eligible Employees

Please refer to your collective bargaining agreement.

Immediate family or household members are described as the following:

Spouse Domestic Partner Child Parent Grandparent Grandchild	Brother Sister Parent-in-Law Son-in-Law Sister-in-Law Brother-in-Law	Daughter-in-Law Son-in-Law Legal Guardian Step-Parent Step-Child
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Outside the immediate family:

The employee may take up to three (3) school days from allowable sick leave for the death of a relative outside the immediate family:

Aunt, Uncle, nephew, niece

An eligible employee for this benefit, unless superseded by the CBA, are:

1. Those that work full-time six (6) hours per day and thirty (30) hours per week.
2. Certain 20-hour AFSCME workers that have been grandfathered shall receive this benefit.
3. All IMRF employees working 600 hours or more in a twelve (12) month period are eligible for this benefit.

Section 4: Compensation & Work Hours

A. Pay and Wage Information

Compensation is set individually and may be modified based on job duties, performance, attendance, market standards, and District needs. Employees may be paid hourly or on salary, with initial rates communicated upon hire and later changes provided in advance. Collective bargaining members should refer to the appropriate agreement for wage information. Effective January 1, 2025, the minimum wage in Illinois is \$15 per hour.

B. Overtime

Non-exempt employees are eligible for overtime pay at one and one-half times their regular hourly rate for all hours worked over 40 in a week, provided overtime has been pre-approved by a supervisor. Exempt employees are not entitled to additional compensation for overtime. Failure to report or work assigned overtime may result in discipline, including termination.

C. Compensatory Time Off

For certain employees covered by FLSA overtime rules who are not represented by a bargaining unit, compensatory time off may be granted instead of cash payment. Non-exempt employees may accrue up to 60 hours of compensatory time (120 hours for employees in public safety, emergency, or seasonal roles). Any hours beyond the limit will be paid in cash at the appropriate overtime rate. Upon termination, unused compensatory time is paid out at the higher of the employee's average pay rate over the past three years or their final regular rate.

D. Work Week and Pay Day

The District's official work week runs Monday through Friday, 7:30am – 4:30pm. Payroll is issued twice monthly, on the 15th and last day of each month, through direct deposit.

E. Recording Time and Reporting Errors

Employees are responsible for accurately recording their work time daily and must submit complete timesheets (if applicable) as instructed by their supervisor. Employees should review each pay stub for accuracy and promptly report errors such as missing hours, incorrect deductions, or unauthorized "off-the-clock" work. The District prohibits retaliation against employees who make good faith reports of payroll concerns or participate in related investigations.

Section 5: Benefits & Reimbursements

A. Health Benefits

All full-time employees shall be eligible for the single employee's coverage in the group medical insurance plan authorized by the Board of Education. Benefits begin on the date of hire. Employees signing up for benefits will have 30 days from the date of hire to complete and turn in the required documents. Once insurance documents have been received and accepted, Insurance premiums will be withheld from the next payroll period.

The District provides health insurance to eligible employees with access to medical, dental, vision, and prescription benefits for their dependents. Subject to certain exceptions, employees who work at least 30 hours a week in a permanent position are eligible to participate in the health insurance plans. There is no in-lieu-of-benefit for those who choose not to take the medical health benefit. To confirm eligibility, please contact Human Resources.

When an employee's employment with the District is terminated due to retirement, the employee shall continue to be covered by the District's insurance through the first day of the month, which occurs thirty days after the effective termination date. Coverage will be to the last day of the full month regardless of the ending work date for all other terminations except those for a cause. Insurance will terminate immediately for loss of employment due to cause. Specific employment contracts will supersede any insurance termination listed above.

B. Retirement Benefits

Illinois Municipal Retirement Fund (IMRF) benefits are provided to all support staff working 600 or more hours in 12 months. Your benefits include retirement benefits, disability benefits, and death benefits.

As a member of IMRF making contributions toward a Regular Plan pension, you contribute 4.5% of your salary: 3.75% for your pension and 0.75% for a surviving spouse pension.

These contributions are tax-deferred. You have the option of making additional voluntary contributions to IMRF. If you choose, you can contribute 10% of your gross wages.

Upon completion of enrollment documents, all eligible new hires receive an IMRF booklet detailing their benefits under the IMRF Regular Plan.

Employees should contact the District's payroll department for questions about their retirement plan.

C. Tax Shelter Annuities – 403 (b)

Employees that are interested in contributing to the 403(b) plan can contact the District's representative:

Jim Gillen, CRC® AIF® Investment Advisor Representative
Certified Retirement Counselor; Accredited Investment Fiduciary Cambridge Investment Research, Inc.
303 E. Main Street
St. Charles, IL 60174 (847) 778-1522
jgillen@retirementplanteam.com

D. Employee Assistance Program

The District offers an Employee Assistance Program that can provide you with assistance and referrals for various issues, such as child care, elder care, housing, drug and alcohol problems, and others. You can contact the EAP directly at:

Precedence EAP
4622 Progress Drive, Suite A Davenport, IA 52807
(800) 383-7900 or (309) 779-2273

Representative

Joe Lilly – joseph.lilly@unitypoint.org (309) 779-2962
Stephanie.burrough@unitypoint.org (563) 742-2455

Service Location:

Joe Lilly
Director, Outpatient Behavioral Health Unity Point Health – Robert Young Center
4600 3rd Street
Moline, IL 61265
(309) 779-2962 office (309) 779-2167 fax
(563) 357-7949 mobile

E. Expense Reimbursement

The District reimburses employees for pre-approved job-related expenses such as travel and materials. Purchases must be authorized in advance, original receipts are required, and sales tax is not reimbursable due to the District's tax-exempt status. Travel reimbursement requests must include a signed expense form with attached receipts. Processing may take up to 45 working days.

F. Return to Work After Retirement IMRF

To be eligible to start an IMRF pension at retirement, a retiree cannot work for any IMRF employer for at least 60 days. However, after 60 days from the pension start date, a retiree may return to work for an IMRF employer, as long as there was no pre-arranged agreement (even an informal one) made before retirement that the member will return to work. Retirees who violate this policy must pay back all pension payments that they have received because they did not truly separate from service. Contact IMRF (630) 368-5365 for additional questions about the separation of service rules or pension eligibility.

Rock Island-Milan School District #41 policy prevents the return to work of IMRF Retirees for six (6) months or more due to the insurance eligibility look-back period.

TRS

Post-retirement limitations are 120 days or 600 hours per year, specified in the Illinois Pension Code. Annuitants who have established termination of service may return to post-retirement teaching in a different school year than they last contributed to TRS. Paid sick, personal, and vacation days are subject to post-retirement employment limitations. Only work requiring teacher or administrator licensure (including summer school and substitute teaching) is subject to the above limitation.

G. Workers' Compensation

The District provides employees a comprehensive Workers' Compensation insurance program at no cost. This program covers most injuries or illnesses sustained during employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits immediately after a short waiting period or if the employee is hospitalized.

Employees who sustain work-related injuries or illnesses should inform their manager immediately.

Failure to notify the District of a work-related injury as soon as possible may result in disciplinary action up to and including termination.

Neither the District nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the District.

If an employee feels the need to elevate themselves above the ground/floor for hanging material, student work, bulletin boards, decorations, etc.....they must request a step ladder from their building custodian and only use the District-approved apparatus to work above ground/floor level.

Section 6: Breaks and Accommodations

A. Meal and Rest Breaks

Non-exempt employees working at least 7.5 continuous hours are entitled to a 30-minute (or two 15-minute) duty-free break within the first five hours of work.

B. Pregnancy and Childbirth

The District provides accommodations and time off for prenatal care, childbirth, and recovery, consistent with the Family and Medical Leave Act and Illinois law. Accommodations will be made unless they cause undue hardship. Additional information on pregnancy rights under Illinois law is included in Appendix A.

C. Nursing Mothers

The District supports mothers who choose to breastfeed and provides reasonable break time and a private space to express breast milk during the workday, in compliance with federal and state law.

D. Religious Accommodations

Employees may request reasonable accommodations to avoid conflicts between work duties and religious beliefs. Requests should be made in advance whenever possible. Employees may be required to use available leave for such absences.

E. Emergency Closing/Snow Days

District management decides when to close due to severe weather or emergencies. Missed school days will be made up using the five state-mandated emergency days in the calendar. Twelve-month employees are still expected to report to work unless they use a personal or vacation day and must record absences in the Absence Management (AESOP) system.

Section 7: Separation of Employment

A. Resignation and Eligibility for Rehire

All employees, with the exception of teachers, are expected to provide at least two weeks' written notice and participate in an exit interview, returning all RIMSD property at that time. Employees who resign without proper notice or who left due to misconduct or poor performance will not be considered for rehire. Teachers must follow rules under 105ILCS 5/24-14 of the Illinois School Code when resigning from their positions, return all RIMSD property, and participate in an exit interview.

B. Non-Renewal

Employees may be subject to non-renewal of their positions for the following school year due to budget constraints, performance concerns, position eliminations, or other reasons. Employees funded entirely by Title funds, hired mid-year, or in part-time positions are also subject to non-renewal. For benefit-eligible employees, benefits expire at the end of the month of the last working day.

C. Termination without Cause - Illinois

Illinois is an "employment at-will" state, meaning that unless you have an employment contract, collective bargaining agreement, or another legal protection, the District may terminate the employment relationship at any time, without any reason or cause.

When terminating an employee in Illinois, the District must ensure that the decision does not discriminate based on race, color, religion, sex, national origin, ancestry, citizenship status, age, marital status, age, physical or mental handicap, military service or unfavorable military discharge. Anti-discrimination laws in Illinois serve as a layer of protection, ensuring that even if an employer cites a reason for termination, it cannot be a pretext for discrimination. The same goes for retaliation or violation of public policy.

A non-affiliated employee whose employment with the District ends shall continue to be covered by the District's insurance through the last day of the month of employment.

Section 8: Head Start Program

Rock Island-Milan School District #41 serves as the grantee for the federally funded Head Start program. The Board of Education is legally responsible for ensuring the program operates in compliance with the Head Start Act, the Head Start Program Performance Standards, and all applicable federal, state, and local laws.

The Superintendent and designated District administrators oversee the daily operation of the Head Start program on behalf of the Board of Education. Program administration is carried out in partnership with the Head Start Policy Council, which shares governance responsibilities with the Board in accordance with federal Head Start regulations.

Head Start employees are employees of Rock Island-Milan School District #41 and are subject to the District's policies, procedures, employment practices, and applicable collective bargaining agreements. Where federal Head Start requirements impose additional or more stringent standards than District policy, the federal requirements will govern the administration of the Head Start program.

A. Program Overview

Head Start is a federally funded comprehensive early childhood program serving children ages three through five and their families. The program is designed to promote school readiness by supporting children's cognitive, social, emotional, physical, and language development while strengthening family well-being and engagement.

Head Start recognizes that children learn and develop within the context of their families and cultures. Parents and caregivers are valued as their children's first and most important teachers, nurturers, and advocates. Through meaningful partnerships, Head Start empowers families to identify their strengths, set goals, and access resources that support long-term success.

The program provides individualized, high-quality services that address the whole child and family. Services include:

- Early childhood education
- Health, dental, vision, and mental health services
- Nutrition services

- Family engagement and support
- Services for children with disabilities
- Referrals to community resources and support services

All services are delivered in a manner that is responsive to each child's and family's developmental, cultural, linguistic, and individual needs.

Head Start is committed to providing comprehensive, high-quality services through continuous improvement, professional development, and collaboration with families and community partners. By fostering strong relationships and connecting families with valuable resources, the program supports children's school readiness and promotes positive outcomes for children, families, and the community.

B. Head Start Professional Standards

In addition to complying with the Rock Island-Milan School District #41 Code of Professionalism, all Head Start employees are expected to adhere to the additional professional and ethical standards required by the Head Start Act, the Head Start Program Performance Standards, and all applicable federal, state, and local laws and regulations. These standards reflect Head Start's commitment to providing safe, high-quality services to children and families while promoting integrity, respect, confidentiality, cultural responsiveness, and professional conduct in all aspects of program operations.

C. Head Start Standards of Conduct

Head Start employees are expected to:

1. Act in a manner that reflects positively on the District and the Head Start program.
2. Demonstrate professional and respectful behavior in all work settings.
3. Devote work time to assigned job duties.
4. Perform assigned duties with quality and efficiency.
5. Maintain prompt and regular attendance.
6. Follow all District and program safety and housekeeping procedures.
7. Act with honesty and integrity in all work-related matters.
8. Comply with all District and Head Start policies, including those related to discrimination, harassment, and substance use.
9. Respect the dignity, culture, and individuality of every child and family.
10. Protect the confidentiality of children, families, employees, and program information.

11. Never leave a child unattended or unsupervised.
12. Use sound judgment when posting on social media and avoid content that could harm the District or the program.
13. Do not solicit or accept gifts or favors that create a conflict of interest.
14. Do not solicit donations on behalf of the program without authorization.
15. Maintain professional boundaries with children and families.
16. Release children only to authorized individuals.
17. Maintain a safe, healthy, and supportive environment for children, families, and staff.

D. Head Start Performance Standards

All staff are required, at the time of hire and throughout the duration of their employment, to abide by the standards of conduct outlined in the Head Start Program Performance Standards (HSPPS), 45 CFR §1302.90(c), and the Board policies of Rock Island-Milan School District #41.

The Head Start Program Performance Standards specify the following:

45 CFR §1302.90(c) – Standards of Conduct

A program must ensure that all staff, consultants, contractors, and volunteers abide by the program's standards of conduct, which:

1. Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior.
2. Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children. At a minimum, staff must not:
 - Use corporal punishment.
 - Use isolation to discipline a child.
 - Bind or tie a child to restrict movement or tape a child's mouth.
 - Use or withhold food as a punishment or reward.
 - Use toilet learning or training methods that punish, demean, or humiliate a child.
 - Use any form of emotional abuse, including public or private humiliation, rejection, terrorizing, extended ignoring, or corrupting a child.
 - Physically abuse a child.
 - Use any form of verbal abuse, including profane or sarcastic language, threats, or derogatory remarks about a child or the child's family.

- Use physical activity or outdoor time as a punishment or reward.
- 3. Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition.
- 4. Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with 45 CFR Part 1303, Subpart C, and all applicable federal, state, local, and Tribal laws.
- 5. Ensure that no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

Personnel policies and procedures must include appropriate disciplinary action for staff, consultants, contractors, and volunteers who violate these standards of conduct.

A signed acknowledgment of these standards shall be maintained in each employee's personnel file. Violations of these standards may result in disciplinary action, up to and including termination of employment.

This policy complies with the Head Start Program Performance Standards, 45 CFR §1302.90(c).

E. Employee Expense Reimbursement

Eligible employees may receive reimbursement for approved expenses incurred while performing the duties of their job assignment, subject to prior approval by the Head Start Director or designee. Reimbursement does not include taxes on purchased items.

Reimbursement Guidelines:

1. **Use of Personal Vehicle:** Employees may be reimbursed for the use of a personally owned vehicle at the current District-approved mileage rate for actual miles traveled. Employees using a personal vehicle for work-related purposes must provide proof of liability insurance as required by state law and maintain a valid driver's license.
2. **District Reimbursement Procedures:** Reimbursements will be processed in accordance with District policies and procedures. The program reimburses employees for approved, direct out-of-pocket expenses incurred while conducting official program business.
3. **Prior Approval Required:** Employees must obtain approval from their supervisor before making purchases or incurring expenses that may qualify for reimbursement. Reimbursable purchases must be limited to necessary materials,

supplies, or services required for work purposes that are not available through the program's established purchasing procedures.

4. **Examples of Reimbursable Expenses:** Reimbursable expenses may include, but are not limited to:
 - a. Local travel expenses, including mileage reimbursement for use of a personal vehicle, parking fees, meter fees, tolls, local bus fare, or other public transportation expenses.
 - b. Airfare for approved travel to assigned meetings, conferences, or other work-related events.
 - c. Lodging expenses when employees are assigned to locations outside the greater program area.
 - d. Meals associated with approved work assignments outside the program area during regular meal periods or approved overtime situations.
 - e. Educational and job-related training expenses approved in advance by the Head Start Director.
 - f. Professional literature, journals, association memberships, and organizational fees approved in advance by the Head Start Director.
 - g. Loss or damage to personal clothing, tools, or equipment when employees are directed by their supervisor to provide such items as part of their job assignment.
5. **Personal Purchases:** Employees must receive prior approval from their supervisor before using personal funds for any purchase for which they intend to request reimbursement.

F. External Training Approval and Reimbursement

1. Staff must submit a request for external training to their direct supervisor. The request must include the date and time of the training, cost, location, content, and how the training aligns with their professional development goals.
2. The direct supervisor, in consultation with the Head Start Director, will approve or deny the external training request.
3. The program may pay for approved external training expenses when the training supports the employee's professional development goals and aligns with program needs.

4. Staff may use the program van to travel to approved training, if available. Mileage reimbursement for the use of a personal vehicle or other transportation expenses (such as airfare) must receive prior approval.
5. Lodging accommodations must be approved in advance on an individual basis by the Director or designated management staff. Approval will consider factors such as travel distance, weather conditions, timing, and traffic considerations.
6. Staff will be paid to attend mandatory training that occurs outside of their regularly scheduled work hours. Compensation will be paid at the current non-instructional hourly rate.

G. Head Start Tuition Assistance

Consistent with the Head Start Program Performance Standards (HSPPS), the Rock Island-Milan School District #41 Head Start Program supports staff training and professional development opportunities designed to assist employees in acquiring or increasing the knowledge and skills necessary to provide high-quality, comprehensive services within the scope of their job responsibilities.

The Rock Island-Milan School District #41 Head Start Program may prepay or reimburse employees for formal education or job-related coursework that supports the qualifications and responsibilities of their positions. Employees must successfully complete their probationary period to be eligible to apply for tuition assistance unless the coursework is a condition of employment, such as completion of a Child Development Associate (CDA) credential.

Tuition assistance will be prioritized based on the staff qualification requirements outlined in the HSPPS. Employees must complete a Tuition Assistance Request Form for each course. The request must align with the employee's Professional Development Plan and include a course summary and information regarding the employee's degree or credential plan.

Tuition assistance for degrees or certifications beyond minimum staff qualifications is not guaranteed and will be evaluated based on the employee's Professional Development Plan, program needs, and available funding.

By accepting tuition assistance, employees agree to work for the Rock Island-Milan School District #41 Head Start Program for a minimum of three years following completion of the degree or credential program. If the employee does not fulfill this commitment, the employee may be required to repay all or a prorated portion of the financial assistance received based on the length of service completed after receiving tuition assistance.

Employees are responsible for attending classes as scheduled and must submit documentation of their final grade or course completion to the program. Employees agree to reimburse tuition paid by the Rock Island-Milan School District #41 Head Start Program if they fail to maintain a minimum grade of 2.0 or a "C" average, withdraw from the course, are terminated from employment, or resign from the program.

A College Reimbursement Agreement must be completed and signed by the employee, their supervisor, and the Director of Head Start for each approved tuition assistance request.

H. Financial Incentives

Competitive bonuses may be provided to eligible full-time employees to support program stability, employee retention, recruitment efforts, and staff wellness, as grant funding and available resources permit. Bonus opportunities and amounts will be determined based on available funding, program needs, job responsibilities, and length of service.

I. Social Security

The Agency has elected to participate in Social Security coverage and has waived its exemption under the Social Security Act. As a result, all Rock Island-Milan School District #41 Head Start employees are covered under Social Security.

The Agency contributes the required employer share of FICA taxes and submits both the employee and employer contributions as required by law.

The Rock Island-Milan School District #41 will review this handbook annually to ensure that policies, procedures, and practices remain current and aligned with applicable federal, state, and local requirements. Revisions may be made as necessary to reflect changes in laws, regulations, Board policies, program requirements, or operational needs.

Employees will be notified of significant updates and are responsible for reviewing and following all current handbook provisions. The most current version of the handbook will be maintained by the program and made available to employees.

Appendix A – Pregnancy Rights in the Workplace



State of Illinois
Department of Human Rights

PDHR



PREGNANCY and your **RIGHTS** in the **WORKPLACE**

Are you pregnant, recovering from childbirth, or do you have a medical or common condition related to pregnancy?

If so, you have the right to:

- Ask your employer for a reasonable accommodation for your pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover from your pregnancy.
- Reject an unsolicited accommodation offered by your employer for your pregnancy.
- Continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job.

Your employer cannot:

- Discriminate against you because of your pregnancy.
- Retaliate against you because you requested a reasonable accommodation.

PREGNANCY and your **RIGHTS** in the **WORKPLACE**

It is illegal for your employer to fire you, refuse to hire you or to refuse to provide you with a reasonable accommodation because of your pregnancy. For more information regarding your rights, download the Illinois Department of Human Rights' fact sheet from our website at www.illinois.gov/dhr

Es ilegal que su empleador la despidan, se niegue a contratarla o a proporcionarle una adaptación razonable a causa de su embarazo. Para obtener información sobre el embarazo y sus derechos en el lugar de trabajo en español, visite: www.illinois.gov/dhr



**For immediate help or if you have questions
regarding your rights.**

Call (312) 814-6200 or (217) 785-5100 or (866) 740-3953 (TTY)

CHICAGO OFFICE

100 West Randolph Street,
10th Floor
Intake Unit
Chicago, IL 60601
(312) 814-6200

SPRINGFIELD OFFICE

222 South College St.,
Room 101-A
Intake Unit
Springfield, IL 62704
(217) 785-5100

**The charge process may be initiated by completing the form at:
<http://www.illinois.gov/dhr>**

Appendix B – Employee Rights Under the FMLA

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

ELIGIBILITY REQUIREMENTS

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



WH1420 REV 04/16

Appendix C – Acceptable Use Policy

Instruction

Administrative Procedure - Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Terms and Conditions

Acceptable Use - Access to the District's electronic network must be: (a) for the purpose of education or research, consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges -The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law.
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
- c. Downloading copyrighted material for other than personal use.
- d. Using the network for private financial or commercial gain.
- e. Wastefully using resources, such as file space.
- f. Hacking or gaining unauthorized access to files, resources, or entities.
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph.
- h. Using another user's account or password.
- i. Posting material authored or created by another without his/her consent.

- j. Posting anonymous messages.
- k. Using the network for commercial or private advertising.
- l. Accessing, submitting, posting, publishing, or displaying defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material.
- m. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (email) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network's private property.

No Warranties - The District makes no warranties of any kind, expressed or implied, for its service. The District will not be responsible for any damages the user suffers. This includes data loss resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual.

Attempts to log-on to the Internet as a system administrator will result in the cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in the cancellation of privileges and other disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, the Internet, or any other network. This includes but is not limited to, uploading or creating computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit re-publishing text or graphics found on the Web or District Web sites or file servers without explicit written permission.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before publication. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and the student.

Use of Electronic Mail - The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students and staff members fulfill their duties and responsibilities and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account

is strictly prohibited.

- b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the District. Therefore, great care should be taken in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the District's electronic mail system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those "acceptable uses," as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and otherwise follow these procedures. Staff members shall supervise students while using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

LEGAL REF.: Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).
Enhances Education through Technology, 20 U.S.C §6751 et seq. 720 ILCS
135/0.01.

DATED: January 1, 2011

Appendix D – Board of Education Approval

Approved for distribution this _____ day of _____, 2026.

Signed: _____

Jason Roessler, President, Rock Island-Milan School District 41 Board of Education

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