



EMPLOYEE HANDBOOK

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**EMPLOYEE HANDBOOK**  
**Champaign-Ford Regional Office of Education**

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# INTRODUCTION

## **Mission Statement**

Advancing excellence in education by leveraging leadership, knowledge, and services across communities.

## **Handbook Overview & Revision**

The Champaign-Ford Regional Office of Education provides this handbook to ensure that an employee has information about ROE policies, procedures, practices, and benefits. The handbook was prepared to make an employee aware of what he / she can expect from ROE #9 – and what ROE #9 can expect from an employee. This handbook does not replace the ROE policies that have been adopted and are the operational guidelines for the ROE. The handbook and all policies and procedures are available on the ROE #9 website, [www.roe9.k12.il.us](http://www.roe9.k12.il.us).

For new employees, the handbook will introduce our organization and explain how we operate. For those who have been with the ROE for some time, the handbook contains the current status of policies and benefits. These policies and benefits have changed over time as a result of our continuous improvement efforts.

All employees are expected to be familiar with and abide by the guidelines in this handbook. The performance of each and every employee is important to the success of the Champaign-Ford Regional Office of Education. Each employee is expected to sign an *Acknowledgement, Agreement and Receipt of Employee Handbook* which will be retained in his / her personnel file.

This handbook should not be construed as an employment contract or an agreement for employment for any specified period of time. The Employee Handbook will be reviewed and revised every four years. The Regional Superintendent reserves the right to revise, rescind, or add to the Employee Handbook at any time. The most up-to-date copy of the handbook is available on the ROE #9 website.

For the purposes of the Employee Handbook, “Regional Superintendent” means the duly elected Regional Superintendent of Champaign and Ford Counties, Illinois. The term “Assistant Regional Superintendent” refers to the duly appointed Assistant Regional Superintendent of Champaign and Ford Counties, Illinois. “Payroll Specialist” means the ROE employee responsible for payroll and benefits. The term “employee” refers to all employees (at-will, exempt and non-exempt) of the Champaign-Ford Regional Office of Education #9.

Reference: ROE Policy # TBD

*Note: There will be many references to Regional Office of Education Policies in this handbook. The symbols below reflect the nature and character of the individual documents represented in ROE Policy.*

- “#”= The actual policy number and legal interpretation of the policy.
- “R”= The procedures to be followed when adhering to or following the policy.
- “I”= The information related to a policy to further explain or reference the policy.
- “F”= A form(s) to be completed as a result of policy direction or instruction.

### **Goals and Objectives for the Regional Office of Education**

The Regional Superintendent is responsible for establishing goals and objectives related to the:

1. Fiscally sound operation of a balanced budget;
2. Efficient and accurate accounting and reporting of Regional Office of Education accounts and activities;
3. Employment, compensation, training and evaluation of personnel to maximize performance and satisfaction;
4. Provision of a clean, comfortable and safe environment in which to work;
5. Provision of an adequate supply of materials and equipment for service operation; and
6. Community understanding and support for an effective Regional Office of Education program.

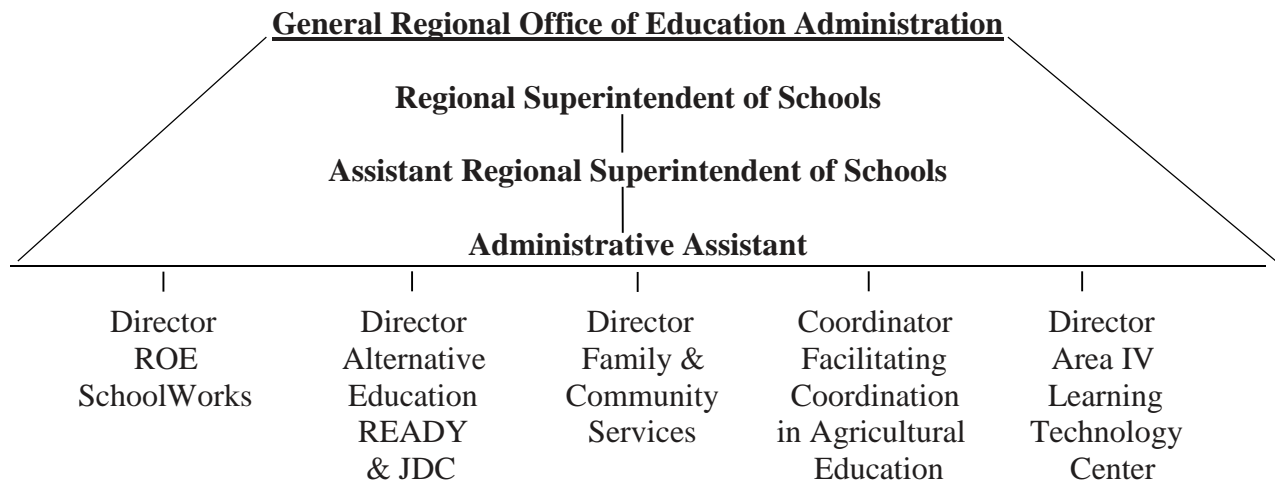
Reference: ROE Policy #400.00, 500.00

**Administrative Organization** (Regional Office of Education Administrative Flow Chart)

Following is an organizational chart representative of the Regional Office of Education’s administrative structure. The Regional Superintendent is the administrator in charge and is responsible for all other administrators, supervisors or department heads and employees.

Reference: ROE Policy #305.00

**Organizational Chart – Regional Office**





# COMPENSATION

## **Salary / Compensation**

The Regional Superintendent shall determine or set all employee compensation. Teachers in the READY Program are placed by degree and experience on a salary schedule approved by the Regional Superintendent. Placement on the Teacher Salary Schedule is contingent upon information provided on the required *Teacher Experience Verification Form*. The *Teacher Experience Verification Form* (confirming previous experience) is to be completed by the verifying district and sent to the Payroll Specialist at the Regional Office of Education. Until the Payroll Specialist receives a newly hired teacher's verification of experience, the teacher's placement will be on Step #1 of the salary schedule.

Reference: ROE Policy #520.09

## **Payroll Deductions**

The following deductions may be made from a Regional Office of Education employee's pay in accordance with established benefits, legal requirement and / or employee option:

1. Federal Income Tax
2. Social Security Tax
3. Medicare Tax
4. Illinois State Income Tax
5. IMRF (Illinois Municipal Retirement Fund) Contributions
6. TRS (Teachers' Retirement System) Contributions
7. THIS (Teachers' Health Insurance Security) Contributions
8. United Way Contributions
9. Wage Garnishments (Examples: court ordered, child support, overpayments and errors)
10. Tax Levies
11. Supplemental Insurance
12. Health Insurance
13. Dental Insurance
14. Life Insurance (optional additional coverage)
15. Supplemental 403(b) Retirement Plan
16. NCPERS Voluntary Life Insurance
17. TRS 2.2 Contributions
18. Dependent Care Contributions (Section 125 Cafeteria Plan)

Reference: ROE Policy #425.01

## **Pay Statements / Paychecks**

The Regional Office of Education's payroll procedures are listed below:

1. An employee of the ROE is paid on a semi-monthly or monthly basis dependent upon the terms of his / her *Statement of Employment*.
2. An employee receiving semi-monthly pay will have his / her bank account credited with his / her pay on the 15<sup>th</sup> of the month and the last day of the month. An employee receiving monthly pay will have his / her bank account credited with his / her pay on the last day of the month. If the 15<sup>th</sup> or the last day of the month is a Saturday, Sunday or a holiday, pay will be credited to the account on the preceding workday.
3. An employee's pay statement contains detailed information, including payroll deductions, withholding information and leave balances.
4. Pay statements / paychecks will not be released to any person other than the employee named on the pay statement or paycheck without the employee's written authorization.
5. Pay statements / paychecks will be distributed after 2 pm on the day preceding the pay date.
6. Questions regarding an employee's pay statement / paycheck should be directed to the Payroll Specialist at (217) 893-0409.

## **Pay Statement / Paycheck Errors**

Pay statement / paycheck errors should be referred to the Payroll Specialist at (217) 893-0409. Corrections to the errors will be made no later than the following pay period with the written approval of the employee's Director.

# **BENEFITS**

## Insurance for Employees

The Regional Office of Education shall provide or make available to employees a comprehensive range of insurance programs. Insurance programs include Health, Dental, Life and Workers' Compensation (offered with the approval of the Regional Superintendent). The insurance plan year is July 1 through June 30 of the following year.

### Health Insurance

The Regional Office of Education provides group health insurance coverage to eligible employees. The Regional Superintendent (with staff input) determines which health insurance program to offer and the ROE's and the employee's contribution to the insurance premium. An employee eligible for insurance coverage may elect dependent coverage, but the employee must assume the responsibility for the entire dependent health insurance premium through payroll deduction.

Detailed descriptions of insurance coverage, prices and eligibility requirements are provided to all employees in the New Employee Packet. New employees must complete enrollment forms within thirty-one (31) days of employment or during a special enrollment period, otherwise they will have to wait until the plan's next open enrollment period. There are two types of events that are included in the special enrollment period – loss of coverage and change in family status. These are the only circumstances in which an employee who has declined coverage may enroll with the group's health insurance plan. The employee may enroll at a time when qualifying events occur. In addition, a new spouse or a child who becomes dependent through birth, marriage, or adoption may also enroll. Dependents may not enroll if the employee does not enroll. Further information regarding insurance can be obtained from the Payroll Specialist at (217) 893-0409.

### Dental Insurance

The Regional Office of Education provides group dental insurance coverage to eligible employees. The Regional Superintendent (with staff input) determines which dental insurance program to offer and the ROE's and the employee's contribution to the dental insurance premium. An employee eligible for insurance coverage may elect dependent coverage, but the employee must assume the responsibility for the entire dependent dental insurance premium through payroll deduction.

## Open Enrollment

Open enrollment for health and dental insurance plans will be offered during the month of June at which time an employee has the following options:

1. Enroll in health and / or dental insurance coverage without any pre-existing condition limitations if he / she is not already enrolled; and / or
2. Enroll dependents as members in his / her health and / or dental insurance plan without any pre-existing condition limitations.

## Group Life and Accidental Death / Dismemberment Insurance

The Regional Office of Education provides group life and accidental death / dismemberment insurance to eligible employees. The Regional Superintendent determines the life insurance policy program to offer. Employees have the option of adding additional employee-paid life insurance for self, spouse, and / or dependent children.

## Supplemental Insurance

Employees can enroll in supplemental insurance programs for short-term disability, intensive care, cancer, accident and specified insurance coverage at their own expense. Premiums for these programs must be paid through payroll deduction. A representative from the insurance company will conduct an annual mandatory meeting with employees. At that time employees can add, drop or waive coverage.

## NCPERS Voluntary Life Insurance Plan

Employees who are members of the Illinois Municipal Retirement Fund (IMRF) may elect to purchase voluntary life insurance through National Conference on Public Employee Retirement Systems (NCPERS) plan at a monthly cost. Premiums for this coverage are made through payroll deduction.

Reference: ROE Policy #430.03

## Insurance Continuation (COBRA)

The Consolidated Omnibus Budget Reconciliation Act of 1985-86 (COBRA) is a federal law that requires employers with twenty (20) or more employees to provide continuation of group dental and / or medical coverage for employees, spouses, and dependents who are no longer eligible for coverage in the employee's insurance plan due to certain qualifying events. Some common qualifying events are:

- Termination of employment (whether by resignation, layoff, discharge or even death);
- A substantial reduction in an employee's hours;
- An extended non-FMLA leave of absence; and
- Legal separation or divorce of the employee and his / her spouse.

When such a qualifying event occurs, the employee should notify the ROE Payroll Specialist as soon as possible but no later than sixty (60) days from the date of the event. Upon notification of a qualifying event, the ROE Payroll Specialist will provide the employee with detailed information about his / her rights and responsibilities under COBRA. It is very important to keep the ROE Payroll Specialist informed of any changes within the family unit so that the appropriate notices can be sent in a timely manner.

Reference: ROE Policy #430.03

## Retirement System

The Regional Office of Education recognizes the Illinois Teachers' Retirement System (TRS) for licensed employees and the Illinois Municipal Retirement Fund (IMRF) for non-licensed employees as their individual retirement source. Employees will be required to provide the appropriate retirement contributions as indicated by Illinois State School Code or State Law. All information regarding retirement systems may be obtained from the Payroll Specialist and on TRS or IMRF web sites.

## Unemployment Benefits

Employees working in any capacity for the Regional Office of Education shall be ineligible for unemployment benefits during an established and customary vacation period or holiday recess, if the employee works in the period immediately before such vacation period or holiday recess and there is reasonable assurance that the employee will work during the period immediately following such vacation period or holiday recess.

Reference: ROE Policy #500.60

## **Workers' Compensation**

As provided by law, the Regional Office of Education provides certain benefits to employees for injuries arising out of and in the course of employment with the ROE in the event of a work-related accident. These benefits include, but are not necessarily limited to, necessary first aid, medical and surgical services, and compensation for periods of disablement. The ROE Workers' Compensation program is administered by an insurance company under contract with the ROE. (See page 67 Job-Related Injury)

Reference: ROE Policy #430.01, #430.01F



# **HOLIDAYS AND VACATIONS**

## **Holiday Schedule**

The days listed below represent the paid holiday schedule for the Regional Office of Education:

1. New Year's Day
2. Martin Luther King's Birthday
3. President's Day
4. Casimir Pulaski's Birthday
5. Spring Break Day
6. Memorial Day
7. Independence Day
8. Labor Day
9. Columbus Day
10. Veteran's Day
11. Thanksgiving Day
12. The Friday after Thanksgiving Day
13. Christmas Eve Day
14. Christmas Day
15. New Year's Eve Day

### ***NOTES:***

1. *When a holiday falls on a Saturday, the preceding Friday will be observed as the holiday. When a holiday falls on a Sunday, the following Monday will be observed as the holiday.*
2. *The Regional Superintendent reserves the right to make changes to the holiday schedule.*
3. *A Department Head is required to submit any changes to the above holiday schedule in writing to the Regional Superintendent. Changes must be approved by the Regional Superintendent.*
4. *When an employee is scheduled and required to work on a holiday, equivalent time off will be granted (within a reasonable period) at a time convenient to the employee and consistent with the department's operating needs. (Applies only if holidays count toward employee's total days worked for the year.)*

## Vacation Leave

The Regional Office of Education provides vacation leave benefits for eligible employees as follows:

1. A Full-Time Salary Employee (FTSE) who works forty (40) hours per week, 260 days per year shall earn vacation time in accordance with the schedule listed below. A Full-Time Salary Employee (FTSE) working less than 40 hours per week, a Part-Time Salary Employee (PTSE) and a Part-Time Hourly Employee (PTHE) may or may not be entitled to pro-rated vacation leave as indicated on his / her *Statement of Employment*.
2. A FTSE shall accrue vacation leave on a semi-monthly or monthly basis dependent upon his / her pay schedule. Vacation leave shall be calculated in terms of working hours, not days, based on the number of hours worked per day.
3. From the date of hire until the completion of five (5) years of consecutive service, an employee shall earn ten (10) vacation days per year. An employee may not bring forward more than thirty (30) days of vacation leave at the beginning of the new fiscal year.
4. After the completion of five (5) years of consecutive service until the completion of seven (7) years of consecutive service, an employee shall earn fifteen (15) vacation days per year. An employee may not bring forward more than thirty (30) days of vacation leave at the beginning of the new fiscal year.
5. After the completion of seven (7) years of consecutive service, an employee shall earn twenty (20) vacation days per year. An employee may not bring forward more than thirty (30) days of vacation leave at the beginning of the new fiscal year.
6. Vacation leave must be approved by the Department Head and verified by the Regional Superintendent. No vacation leave will be granted prior to the successful completion of six (6) months consecutive employment without the approval of the Regional Superintendent. In order to take a vacation leave, an employee must:
  - a) Select vacation days to be taken;
  - b) Provide vacation days to Department Head for approval; and
  - c) Receive verification from Regional Superintendent.
7. Vacation leave with full pay shall be taken by an employee on a scheduled basis except when job performance responsibilities interfere.
8. An employee must complete a *Notification of Absence and Call-In Report* prior to the requested vacation leave and submit it to his / her department head for approval.
9. An employee on an unpaid leave of absence does not accrue vacation leave.

10. If an employee resigns, retires or is terminated from employment during the course of the fiscal year, he / she will receive reimbursement for unused vacation leave.
11. An official ROE holiday that falls on an approved employee's regularly scheduled vacation day or days shall be counted as an official ROE holiday and not as a vacation day. Therefore, an employee will not be required to deduct vacation hours for that holiday.
12. If the ROE is closed for a hazardous weather day on an employee's approved regularly scheduled vacation day or days, an employee will not be required to deduct vacation hours for that particular day and will still receive the normal rate of pay.

| <b>Employment (In Years)</b> | <b>Vacation Leave Earned</b> |
|------------------------------|------------------------------|
| Year 1 – Year 5              | Ten (10) Days Per Year       |
| Year 6 – Year 7              | Fifteen (15) Days Per Year   |
| Year 8 +                     | Twenty (20) Days Per Year    |

# LEAVE

## **Sick Leave**

The Regional Office of Education provides sick leave to eligible employees as follows:

1. A Full-Time Salary Employee (FTSE) who works forty (40) hours per week, 260 days per year shall earn sick leave at the rate of one (1) day per month. A Full-Time Salary Employee (FTSE) working less than 40 hours per week, a Part-Time Salary Employee (PTSE) and a Part-Time Hourly Employee (PTHE) may or may not be entitled to prorated sick leave as indicated in his / her *Statement of Employment*.
2. New employees are required to work one pay period prior to being eligible to use sick leave.
3. An employee may use sick leave for illness, disability or injury, and doctor, dentist or other professional medical practitioner's appointments. An employee may also use sick leave for serious illness, disability, injury or death of a member of the employee's immediate family. Immediate family is defined as spouse, child, parent, or parent of employee's spouse, and grandchildren.
4. The Regional Superintendent or his / her designee may require evidence from a doctor, dentist or other professional medical practitioner to substantiate that sick leave was used for any of the purposes stated above.
5. An employee on an unpaid leave of absence does not accrue sick leave.
6. Sick leave shall be applicable only during the period of employment. Employees are not eligible to be reimbursed for unused sick leave at the time of termination or resignation. No limit is placed on the amount of sick leave an employee can accumulate. For retirement purposes, the ROE will follow TRS and IMRF guidelines for reporting unused sick days. Further explanation regarding retirement can be found on the TRS and IMRF websites.
7. An employee shall notify his / her department head as soon as possible of the need to use sick leave and the approximate length of absence required.
8. An employee must complete a *Notification of Absence and Call-In Report* upon return to work and submit it to his / her department head for approval.

## **Personal Leave**

The Regional Office of Education provides personal leave benefits to eligible employees.

Personal leave is applied as follows:

1. A Full Time Salary Employee (FTSE) who works forty (40) hours per week, 260 days per year shall be entitled to three (3) days of paid personal leave per year.
2. A Full Time Salary Employee (FTSE), a Part Time Salary Employee (PTSE) and a Part Time Hourly Employee (PTHE) who works less than forty (40) hours per week, 260 days per year may or may not be entitled to personal leave proportionate to the percentage of time worked as indicated on his /her *Statement of Employment*.
3. Employees will be credited for their annual personal leave at the beginning of the fiscal year.

4. Employees hired after the start of the fiscal year may or may not be entitled to receive personal leave proportionately.
5. Unused personal leave shall be transferred to the employee's sick leave at the conclusion of the fiscal year.
6. Personal leave shall not be taken prior to the successful completion of six (6) months consecutive employment without the approval of the Regional Superintendent.

### **Leaves of Absence**

The Regional Superintendent may grant a request for a leave of absence (with or without pay) based on the best interest(s) of the ROE, as statutorily authorized, and as may be stipulated in any ROE policy. An employee must have worked for one (1) calendar year from the date of hire prior to applying for or requesting a Leave of Absence. An employee may appeal the one (1) year requirement to the Regional Superintendent. Requests should be directed to the Regional Superintendent for consideration and approval.

An employee on an approved Leave of Absence does not earn any vacation, sick or personal leave during the time he / she is on an approved Leave of Absence.

Reference: ROE Policy #501.02

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

The Regional Office of Education complies with the Family and Medical Leave Act (FMLA) of 1993. FMLA permits an eligible employee to obtain an unpaid leave of absence for up to 12 weeks for certain family and medical reasons, with job protection and no loss of service accumulated prior to the commencement of the leave, provided the employee returns to work. An employee considering FMLA must complete the *Certification of Health Care Provider* form (#501.03F) and return it to the Regional Superintendent for approval.

### **FMLA Overview**

FMLA entitles an eligible employee of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

An eligible employee is entitled to twelve work weeks of leave in a 12-month period for:

- The birth of a child and to care for the newborn child within one year of birth;
- The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- To care for the employee's spouse, child, or parent who has a serious health condition;

- A serious health condition that makes the employee unable to perform the essential functions of his or her job;
- Any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty;” or
- Twenty-six work weeks of leave during a single 12-month period to care for a covered military service member with a serious injury or illness if the eligible employee is the service member’s spouse, son, daughter, parent, or next of kin (military caregiver leave).

Reference: ROE Policy #501.03, #501.03F

### **Military Leave**

Any employee, other than temporary and seasonal employees, who leaves active employment for the purpose of being inducted, entering, determining physical fitness to enter, or performing training duty in the Armed Forces or Coast Guard, either by enlistment, draft, or recall, will be granted a leave of absence.

An employee has the right to be reemployed in his / her civilian job if he / she leaves that job to perform service in the uniformed service and:

- He / she ensures that his / her employer receives advance written or verbal notice of his / her service;
- He / she has five years or less of cumulative service in the uniformed services while with that particular employer;
- He / she returns to work or applies for reemployment in a timely manner after conclusion of service; and
- He / she has not been separated from service with a disqualifying discharge or under other than honorable conditions.

Upon the expiration of such leave of absence, each employee will be restored to his / her former job classification or to a position of like seniority, status and pay; unless, circumstances of the organization have so changed as to make it impossible or unreasonable to do so.

Reference: ROE Policy # TBD

### **Bereavement Leave**

Bereavement leave is available to an employee under the following guidelines:

1. Following the death of a spouse, child, parent, or parent of employee’s spouse, an employee shall be granted paid bereavement leave for the scheduled working hours on three (3) consecutive workdays or three (3) non-consecutive workdays with the approval of the Regional Superintendent;



2. Following the death of any other family member as determined by the Regional Superintendent, an employee shall be granted paid bereavement leave for the scheduled working hours on two (2) consecutive workdays;
3. An employee may utilize vacation, sick or personal leave or non-work days after exhausting bereavement leave with the approval of the Regional Superintendent;
4. An Employee must complete a *Notification of Absence and Call-In Report* upon return to work and submit it to his / her Department Head for approval.

### **Religious Release Time**

Title VII of the Civil Rights Act of 1964 protects all aspects of religious observance and practice as well as belief. Employees may submit a request for leave of absence for religious accommodations to the Regional Superintendent.

Reference: ROE Policy #501.05

### **School Visitation Rights**

The Regional Office of Education will permit an individual who has been employed by the ROE for at least six (6) consecutive months to request leave to attend school conferences or classroom activities related to his / her child(ren). Leave of up to a total of eight (8) hours during any school year and no more than four (4) hours in any one-day may be taken if the conference or classroom activities cannot be scheduled during nonworking hours. The employee must have exhausted all accrued vacation, personal, and any other leave that may be granted to the employee except sick and disability leave before school visitation leave may be requested.

Reference: ROE Policy #501.06

### **Temporary Illness or Temporary Incapacity**

Temporary illness or incapacity is any illness or other incapacity which renders an employee physically or mentally unable to perform assigned duties. ROE policy outlines an employee's rights (sick leave, worker's compensation, return to work, medical documentation, etc.) during this illness or incapacity. An employee has the right to petition to use FMLA as prescribed by the Federal law. (See page 22 Family and Medical Leave Act)

The Regional Superintendent retains sole discretion in granting an unpaid leave of absence to an employee. After 180 consecutive workdays of temporary illness or incapacity, such disability shall be considered a permanent disability, and the employee who is unable to perform his / her job may be terminated in accordance ROE policy, *The Illinois School Code* and applicable Federal law.

Reference: ROE Policy #501.04; ROE Policy #501.01

**Disability, Permanent**

The Regional Office of Education will make every effort to accommodate employees' disabilities. However, where an employee is continuously absent from work for a period of one calendar year, the employee's disability may be deemed to be permanent, and the employee may be terminated.

An employee may file a petition, with rationale, requesting an extension of the one (1) year period of disability.

Reference: ROE Policy #501.01

# EMPLOYMENT

## Recruitment and Hiring

The Regional Superintendent is responsible for the recruitment and selection of personnel. Vacancies within the existing staff, as well as new positions, will be advertised (posted) for a period of no less than five (5) days in the Regional Office of Education and its web site. A prospective employee will complete an on-line application with all of its requirements, which can be found at [www.roe9.k12.il.us](http://www.roe9.k12.il.us) to be considered for an interview. No interviews are to be conducted with any applicant unless an on-line application is completed and on file. If selected, the candidate may begin his / her job upon being cleared for work by the Regional Superintendent and completing all requirements in the Payroll Office.

Failure to complete and certify that the facts contained in any ROE application (and accompanying resume, if any) are true and complete, or any false statement, omission, or misrepresentation on an application (or not conveyed during any interview) may be sufficient cause for refusal to hire. Dismissal may occur if an applicant has been employed, no matter when the omission or misrepresentation is discovered by the Regional Office of Education. Failure to provide a requested employment or employer history which is material to qualifications for employment or the provision of statements which may not be true, may be a Class A misdemeanor under Section 22-6.5 of the School Code of Illinois.

Reference: ROE Policy #520.02, #540.01

## Staff Positions, Appointments and Job Descriptions

The Regional Superintendent shall initially establish all administrative and supervisory positions in the Regional Office of Education. The Regional Superintendent shall approve the broad purpose and function of each position in accordance with State laws and regulations and shall approve a statement of job requirements.

The Regional Superintendent or his / her designee shall develop and continually maintain a comprehensive, coordinated set of job descriptions for all ROE staff positions so as to promote efficiency and economy in ROE operations. The Regional Superintendent and his / her designee(s) will review job descriptions as needed. The screening, interviewing, hiring and employment practices of the ROE will be reviewed on an annual basis.

## Job (Vacancy) Postings

The Regional Office of Education requires that all vacant / available employee positions / jobs (licensed, non-licensed, administrative, non-administrative, etc.) shall be posted for a minimum five (5) working days. Official postings of available positions will\* / may\*\* be listed in the following locations:

1. ROE Website ([www.roe9.k12.il.us](http://www.roe9.k12.il.us))\*
2. IASA Job Bank\*\*
3. *The News Gazette* (Champaign)\*\*

4. *Rantoul Press*\*\*
5. *Paxton Record*\*\*

No interview can be scheduled or conducted until a vacant position has been posted, and the five-day posting requirement has expired. All vacant positions must be listed with and posted through the Regional Superintendent's Office.

The above posting requirements may be waived with the approval of the Regional Superintendent.

Reference: ROE Policy #540.00

#### Equal Employment Opportunity (EEO)

Equal employment opportunities shall be provided to all persons regardless of race, color, creed, religion, national origin, age, gender, gender expression, sexual orientation, ancestry, marital status, disability, and military status.

Reference: ROE Policy #500.08

#### Minority Recruitment

The Regional Office of Education is committed to actively recruiting and hiring minority teachers, other qualified professionals and all non-licensed employees.

Reference: ROE Policy #500.22

#### Nepotism and Hiring

The Regional Office of Education, as a general hiring practice, discourages nepotism in hiring. A ROE administrator or department head, without prior approval of the Regional Superintendent, should not hire any relative of any employee at the ROE.

Reference: ROE Policy #599.02

#### Promotion

Promotion from one position to another shall be based on performance, ability, and consideration for the best interest of the Regional Office of Education. Employees wishing to be promoted to a vacant position shall fill out the appropriate application or apply to the Regional Superintendent in writing.

Reference: ROE Policy #540.07

## Employment Requirements

### New Employee Orientation

It is the responsibility of the Regional Office of Education administrative staff to provide new employees with orientation to acquaint them with policies, procedures, rules and regulations of the ROE, and their work performance responsibilities related to their job. Supervisors are responsible for providing orientation related to the supervision and evaluation of employees.

It is the supervisor's duty to notify the Payroll Specialist of a new hire, so that all new employee paperwork can be sent to the department to be completed by the new hire and the supervisor. The supervisor will send the completed *Recommendation of Employment* form to the Payroll Specialist.

Information in the ROE Employee Handbook must be discussed with the new employee. It is the supervisor's responsibility to make sure that the new employee understands his / her benefits such as TRS retirement, IMRF retirement, insurance, payroll details, leaves, absences, holidays, evaluation, probationary period, and other information that will help the new employee be successful in his / her position.

It is also the responsibility of the supervisor to acquaint and caution the new employee about situations or circumstances that he / she may face in the new job that could lead to disciplinary action up to and including termination. The following are examples of situations or circumstances which a new employee may encounter:

- Importance of regular attendance (absenteeism and tardiness);
- Standards of work performance and conduct on the job;
- Probationary period;
- Employee evaluation;
- Acceptable use of technology and communications;
- Social media (use and abuse of Facebook, Twitter, Snap Chat, Instagram, and any other medium available or created for that purpose);
- Email use and abuse;
- Reading and knowing employee handbook(s) and policy;
- Improper use of drugs, alcohol, and tobacco on the job;
- Sexual harassment both as a victim and perpetrator;
- Ethics and confidentiality expected of an employee of the ROE;
- Complaint process;
- Proper use of equipment owned by the ROE;
- Telephone use (ROE landline and cell owned by the employee);
- Child abuse and reporting to Department of Children and Family services (DCFS);
- Dress and appearance;

- Work day (including starting, lunch, breaks and ending times);
- Overtime (exempt / non-exempt);
- Customer service; and
- Any other item(s) important for excellent work performance.

Reference: ROE Policy #500.36

### Licensure and Qualifications

Each member of the licensed staff shall have a currently registered Professional Educator License (PEL) or Professional Educator License with Stipulations (PELS), which legally qualifies him / her for the duties for which he / she is employed. The staff member shall be responsible for securing and renewing his / her license.

It is the responsibility of the employee to provide to the Regional Office of Education the number of his / her license in order that it can be placed on file in the employee's personnel file.

Reference: ROE Policy #520.01

### Criminal Background Check

Each candidate for employment, both licensed and non-licensed, as a condition for employment within the Regional Office of Education shall authorize (in writing) a criminal background check to determine if he / she has been convicted of certain criminal or drug offenses. The background check will include fingerprinting as required by *The State School Code*. The ROE shall not knowingly employ a person for whom a criminal background check has not been initiated. An employee may begin employment while the criminal background check is in progress, but should a background check reveal criminal or drug-related offenses, the employee may be placed on leave without pay until his / her background is investigated and he / she is cleared. An employee may be terminated immediately if the background investigation reveals criminal, drug related or other serious felonies. An employee is expected to comply with all phases of the criminal background check and investigation.

Reference: ROE Policy #500.01

## Drug and Alcohol Free Workplace

The Regional Office of Education is a drug and alcohol free workplace. An employee may be directed to alcohol / drug testing if any suspicion exists that he / she is under the influence. No employee is to use, sell, distribute or engage in any drug or alcohol activity while on the premises of the ROE. Complete details and any disciplinary action related to violating the drug and alcohol free workplace are explained in the policy reference below. A new employee is required to sign a *Drug and Alcohol Free Workplace* form verifying that they have received and are aware of the drug and alcohol free workplace requirements as a condition of employment.

Reference: ROE Policy #510.13, #510.13F

## Probationary Employment Period (Employees new to or promoted to a new position)

Employees hired or promoted to fill a permanent position are at-will employees and must successfully complete a probationary period of three (3) calendar months. Immediate supervisors shall conduct several informational meetings with the employee to orient him / her to the position. The supervisor must inform the employee of work performance concerns during the probationary period and meet with the employee to address those concerns and set goals for improvement. The supervisor must provide the concerns and goal setting information in writing to the employee.

Employees serving a probationary period may receive a written evaluation once during the three (3) calendar month period. The evaluation should be completed no later than the end of the second month. The Director or Department Head shall discuss the evaluation and progress toward satisfactory performance with the employee. The approved evaluation and job description for that job should be used to complete this requirement.

At the close of the probationary period, the individual's employment will be continued if the work is satisfactory; however, employment may be terminated at this time, or earlier, if the employee's performance has not been satisfactory. The Director or Department Head (with the approval of the Regional Superintendent) may extend the probationary period up to an additional three (3) calendar months if the employee's performance is not satisfactory at the end of the initial probationary period, and the Director or Department Head feels that another three (3) calendar month probationary period is warranted and may permit the employee to be successful in the new position.

Reference: ROE Policy #520.05



## Physical Examinations and Tuberculin Skin Test

### New Employees

New employees (who are required to have a physical examination and / or tuberculin skin test as directed by the Regional Superintendent) shall furnish evidence of physical fitness and freedom from communicable disease. The ROE will provide the employee with a *Medical Record Form*. The employee has sixty (60) days from the date of hire to present a completed *Medical Record Form* and TB test results (if required) to the Payroll Specialist. The employee's physical examination shall be completed by a physician licensed in Illinois or any other state to practice medicine and surgery.

If a newly hired employee has received a physical examination and / or TB test (if required) within the last ninety (90) days prior to the original date of hire, he / she can provide evidence and documentation of the physical examination and / or TB test to the Payroll Specialist and comply with this requirement. The ROE will accept the approved *Medical Record Form* or a document completed by the physician on his / her letterhead. A physical is whatever the physician deems it to be, and the physician signs off that the employee is free of any communicable diseases and is in good health.

It is the responsibility of the employee to pay for the cost of the physical examination and TB test (if required), and it is a condition of employment required by *The Illinois School Code*.

### Current employees (fitness to work)

The Regional Superintendent may require a physical examination of a current employee to determine his / her physical fitness to perform assigned duties. A psychological examination will be administered only upon the recommendation of a medical doctor. Such examination shall be performed by a physician licensed in Illinois or any other state to practice medicine and surgery in all its branches and who may be chosen by the employee from a list of at least three designated by the Regional Superintendent. Based on the information and outcome of the examination, the Regional Superintendent may choose to discontinue / sever the relationship with the employee. The expenses of the examination shall be paid from Regional Office of Education funds.

Reference: ROE Policy #500.04, #500.04F

### Immigration Investigation (I-9)

The Regional Office of Education is prohibited by law from hiring aliens not legally eligible for work in the United States. In complying with Federal laws related to immigration, the ROE will require employees (hired to work in the ROE) to complete the *Immigration and Naturalization Service Form I-9* and have it maintained in a file separate from other personnel records.

Reference: ROE Policies #500.53, #500.01

### Abused and Neglected Child Reporting

Any Regional Office of Education employee who has reasonable cause to suspect that a student may be an abused or neglected child shall, in accordance with statute, report such case to the Illinois Department of Children and Family Services (DCFS). The employee should notify the Regional Superintendent or his / her supervisor that a report has been made to DCFS. A new employee and an employee who works directly with students shall sign a statement indicating that he / she has knowledge and understanding of the reporting requirements of the Abused and Neglected Child Reporting Act. Further information regarding this important requirement and Act are included in the policy below.

Within one year of initial employment and at least every five (5) years thereafter, school personnel who are required to report child abuse must complete mandated reporter training by a provider or agency with expertise in recognizing and reporting child abuse.

Reference: ROE Policy #500.06, #720.08, #720.08R, #720.08F1, #720.08F2, #720.08F3, #720.08F4

### **Work Conditions**

#### At-Will Employee

Unless an employee has a written employment agreement with Champaign-Ford Regional Office of Education, which provides differently, all employment at Champaign-Ford Regional Office of Education is “at-will.” That means that employees may be terminated from employment with Champaign-Ford Regional Office of Education with or without cause, and employees are free to leave the employment of Champaign-Ford Regional Office of Education with or without cause. Any representation by a Champaign-Ford Regional Office of Education officer or employee contrary to this policy is not binding upon Champaign-Ford Regional Office of Education unless it is in writing and is signed by the Regional Superintendent.

Reference: ROE Policy # TBD

## Employee Work Definitions

The Regional Office of Education acknowledges and accepts that employee(s) may work different schedules or times during the week, month, or year. Work time is defined in a *Statement of Employment* approved by the Regional Superintendent and must fit the definitions below:

1. Full-Time Salary Employee (FTSE): An employee who is paid an annual salary and works thirty (30) or more hours per week is considered a Full-Time Salary Employee (FTSE). A FTSE is entitled to health, dental and life insurance as well as vacation,\* sick and personal leave. If a FTSE works thirty (30) or more hours per week, but less than forty (40) hours per week, vacation, sick and personal leave are prorated.
2. Part-Time Salary Employee (PTSE): An employee who is paid an annual salary and works less than thirty (30) hours per week is considered a Part-Time Salary Employee (PTSE). A PTSE is not entitled to health, dental and life insurance. A PTSE may or may not be entitled to prorated sick and personal leave.
3. Part-Time Hourly Employee (PTHE): An employee who works less than thirty (30) hours per week for hourly pay is considered a Part-Time Hourly Employee (PTHE). A PTHE is not entitled to health, dental or life insurance. A PTHE may or may not be entitled to, sick and personal leave.
4. Limited Term Employee (LTE): Limited term employment means employment in which the nature and conditions do not provide for attainment of permanent status. A Limited Term Employee (LTE) may not be considered a permanent employee and does not qualify for permanent status or any benefits. The Regional Superintendent reserves the right to approve the hiring of all Limited Term Employees (LTE).
5. Substitute Employee: A Substitute Employee (teacher or other classified or non-licensed personnel) works on an as-needed basis without benefits.
6. Work Time: Regular work time is the time defined or specified in the *Employment Statement* and approved by the Regional Superintendent. This time may be full or part time and is usually for a fiscal year.
7. “Flex” Time: “Flex” time is permitting an employee to be “flexible” with his / her regular work schedule within the work day or the work week, yet that employee will work the same hours for that day or week and not incur any overtime. Starting, ending or lunch time hours may be “flexed” within a day to modify the regular work schedule. A Department Head may approve limited “flex” time for an employee in an emergency or unique situation. The Regional Superintendent must approve “flex” time that is continued or ongoing. All “flex” time must be approved prior to its use.

8. Compensatory “Comp” Time: “Comp” time is permitting an employee to work hours beyond the day(s) or week and compensating that employee with “off” time during future work hours for those extra hours worked. **“Comp” time is not an approved method of work time.**

\*Exempt employees (and any employee who does not work twelve (12) months per year) are not entitled to vacation leave benefits.

### Employee Status (Exempt or Non-exempt)

Exempt employees (by federal definition) do not qualify for overtime. Non-exempt employees (by federal definition) do qualify for overtime.

Exempt: Job titles do not determine overtime exempt status. In order for an exemption to apply, an employee’s specific job duties and salary must meet all requirements of the U.S. Department of Labor Fair Labor Standards Act’s (FLSA) regulation. There are two (2) general types of exempt professional employees (learned professionals and creative professionals). Learned professionals like teachers and administrative personnel employed in a school system or educational establishment meet the qualifications. ROE #9 employees (Superintendent, Assistant Superintendent, Directors or Department Heads, R.E.A.D.Y. Teachers, Network Analyst, and Administrative Assistant to the Regional Superintendent) are examples of exempt employees. (Fair Labor Standards Act; Section 13 (a)(1) and defined by (Regulations 29 CFR Part 541)

Non-Exempt: Non-exempt overtime status applies to all other hourly or salaried personnel who do not meet the exempt status qualifications as defined and determined by Department of Labor FLSA regulations.

### Overtime

The Regional Office of Education does not recognize overtime as a method of work for additional compensation on a regular basis. If overtime is necessary, for a non-exempt employee, it must be pre-approved by the Regional Superintendent and fit within the needs of the ROE. A pre-approval form is available in the Regional Superintendent’s office.

Reference: ROE Policy #599.01, #599.01F, #425.02, #425.02F

### Time and Effort Documentation

Accurately recording time worked is the responsibility of every employee. Federal and State laws require Champaign-Ford ROE to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent performing assigned duties.

Employees should accurately record the time they begin and end their work. They should also record the beginning and ending time of any departure from work for personal reasons.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then sign the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

### Tenure

Licensed personnel (teachers, school social workers, school psychologist, etc.) and non-licensed personnel (secretaries, payroll specialist, family liaison, etc.) do not have tenure rights at the Regional Office of Education and are employed by at-will employment agreements on an annual basis.

Licensed and non-licensed employees may be terminated at any time should the grant funding be eliminated or withdrawn. Licensed and non-licensed employees may also be terminated for poor work performance or not obeying ROE policies and regulations. Due process will provide the opportunity for the employee to be heard and / or represented prior to his / her dismissal.

Only the Regional Superintendent can terminate an employee.

Reference: ROE Policy #520.05

### Work Day

The official Regional Office of Education work day (hours) shall be from 8:00 a.m. to 4:30 p.m. Monday through Friday. The Regional Superintendent reserves the right to alter or change the workday (hours) for any employee or department at any time based on the need(s) and services offered by the ROE.

## Break Periods

Employees are authorized to take two 15-minute break periods in each eight-hour shift. Break periods should be scheduled approximately midway through each four-hour portion of the workday. Mutually convenient times for such break periods should be arranged with an employee's department head. In lieu of the two 15-minute break periods, an employee may use the time in conjunction with his / her regularly scheduled ½ hour lunch period. This requires approval of the Department Head and should be scheduled on a consistent basis. Break periods cannot be used to shorten the regularly scheduled beginning or ending workday time.

## Evaluation of Staff

A Regional Office of Education employee shall be evaluated on a biennial (once every two years) basis by his / her supervisor or department head. Evaluation shall be based on the job description as related to work performance and completed on a summative form at the end of the evaluation year. An employee should receive at least two observations during the year, and meet with the supervisor / department head to receive feedback from those observations. Should an unsatisfactory evaluation result, the employee may be evaluated again the following year and placed on a remediation plan.

Reference: ROE Policy #520.20

## **Discrimination**

### Affirmative Action

The Regional Office of Education recognizes the ROE's entire community is best served and strengthened by employing a diverse staff from many backgrounds which reflect various ethnic and racial groups and cultures.

It has been and will continue to be the policy of the ROE to be an affirmative action employer. The objective of the ROE is to recruit, hire, train, and promote into all job levels the most qualified applicants without regard to race, color, creed, religion, national origin, age, gender, gender expression, sexual orientation, ancestry, marital status, disability, and military status. All such decisions are made based on an individual's qualifications as they relate to a particular job vacancy and in furtherance of affirmative action.

All personnel actions regarding recruiting, hiring, promotion, compensation, benefits, demotions, transfers, layoffs, recall, and staff development will be executed without regard to race, color, creed, religion, national origin, age, gender, gender expression, sexual orientation, ancestry, marital status, disability, and military status.

Reference: ROE Policy #500.21

## Non-Discrimination

It is the policy of the Regional Office of Education to prohibit discrimination against any employee on account of race, color, creed, religion, national origin, age, gender, gender expression, sexual orientation, ancestry, marital status, disability, and military status. An employee who believes he / she has been discriminated against should notify his / her supervisor or the Regional Superintendent. An employee may file a *ROE Complaint Form* to document the complaint and initiate the process toward resolving the complaint.

Reference: ROE Policy #500.20

## Americans with Disability Act

The Americans with Disabilities Act of 1990 (ADA) is a law that was enacted by the U.S. Congress in 1990. The ADA is a wide-ranging civil rights law that prohibits discrimination based on disability. It affords similar protections against discrimination to Americans with disabilities as the Civil Rights Act of 1964, which made discrimination based on race, religion, sex, national origin, and other characteristics illegal. In addition, unlike the Civil Rights Act, the ADA also requires covered employers to provide reasonable accommodations to employees with disabilities, and imposes accessibility requirements on public accommodations.

ADA disabilities include both mental and physical medical conditions. A physical impairment is any medical disorder, condition, disfigurement or loss affecting one of the body systems such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine. A mental impairment is any mental or psychological disorder, such as intellectual disability (formerly termed mental retardation), organic brain syndrome, emotional or mental illness and specific disabilities. A condition does not need to be severe or permanent to be a disability. Equal Employment Opportunity Commission regulations provide a list of conditions that should easily be concluded to be disabilities such as (others may qualify as well; the list below is not exhaustive and all specific conditions cannot possibly be listed):

- Deafness,
- Blindness,
- An intellectual disability (formerly termed mental retardation),
- Partially or completely missing limbs or mobility impairments requiring the use of a wheelchair,
- Autism,

- Cancer,
- Cerebral palsy,
- Diabetes,
- Epilepsy,
- Human Immunodeficiency Virus (HIV) infection,
- Multiple sclerosis,
- Muscular dystrophy,
- Major depressive disorder,
- Bipolar disorder,
- Post-traumatic stress disorder,
- Obsessive compulsive disorder, or
- Schizophrenia.

Other mental or physical health conditions also may be disabilities, depending on what the individual's symptoms would be in the absence of "mitigating measures" (medication, therapy, assistive devices, or other means of restoring function), during an "active episode" of the condition (if the condition is episodic).

Certain specific conditions, such as kleptomania, pedophilia, exhibitionism, voyeurism, etc. are excluded under the definition of "disability" in order to prevent abuse of the statute's purpose. Additionally, other specific conditions, such as gender identity disorders, are also excluded under the definition of "disability".

If an employee thinks that a qualifying disability is present, he / she should contact his / her supervisor or discuss it directly with the Regional Superintendent of Schools.

Reference: ROE Policy # TBD

#### Section 504 or Americans with Disabilities Act (ADA) Grievance

The Regional Office of Education has adopted an internal grievance procedure providing prompt and equitable resolution of complaints alleging any action prohibited by regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended or the Americans with Disabilities Act (ADA). Section 504 states, in part that “no otherwise qualified disabled individual . . . will, solely by reason of his / her disability, be excluded from the participation, be denied the benefits, or be subjected to discrimination under any program or activity receiving federal financial assistance . . .”

Employees desiring a formal hearing on a complaint should address their correspondence to the Regional Superintendent. The procedures for filing and handling complaints should follow those outlined in the ROE’s complaint procedure and policy.

Reference: ROE Policy #503.00, #721.20



## Accommodation for Victims of Domestic Violence, Sexual Assault or Stalking

The Regional Office of Education will provide reasonable accommodations for a qualified employee or applicant for employment who is the victim of domestic or sexual violence (including sexual assault and stalking) or who is the family or household member (i.e., spouse, civil union partner, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter or a person jointly residing in the same household with the employee) of such a victim, unless providing the accommodation will impose an undue hardship on the ROE's business operations.

Reasonable accommodations related to the violence that do not pose an undue hardship to the employer may include, but are not limited to:

- Changed telephone number;
- Transfer;
- Modified schedule;
- Assisting in documenting the violence that occurs at the workplace or in work-related settings, or:
- Time off – unless such accommodation would pose an undue hardship to the employer.

*Note: Reference Illinois Victims' Economic Security and Safety Act (VESSA), for further details.*

Reference: ROE Policy # TBD

## Pregnancy Accommodations

Employees and applicants for employment in Regional Office of Education #9 may request a reasonable accommodation for pregnancy, childbirth or related medical or common conditions to enable them to perform the essential functions of their job. In accordance with the Illinois Human Rights Act (IHRA), a reasonable accommodation will be provided unless the accommodation will impose an undue hardship on the ROE's business operations.

Reasonable accommodations may include but are not limited to:

- More frequent or longer bathroom;
- Water or rest breaks;
- Assistance with manual labor;
- Light duty;

- Temporary transfer to a less-strenuous or -hazardous position;
- Acquisition or modification of equipment;
- Reassignment to a vacant position;
- Private, non-restroom space for expressing breast milk and breastfeeding;
- Job restructuring;
- A part-time or modified work schedule;
- Appropriate adjustment to or modification of examinations, training materials or policies;
- Seating;
- An accessible worksite; and
- Time off to recover from conditions related to childbirth, or a leave of absence necessitated by pregnancy, childbirth or medical or common conditions resulting from pregnancy or childbirth.

An employee who takes leave as an accommodation under this policy will be reinstated to her original job or to an equivalent position with equivalent pay, seniority, benefits and other terms and conditions of employment upon their notification to the Regional Superintendent of her intent to return to work or when the employee's need for a reasonable accommodation ends. Reinstatement is not required, however, if an undue hardship would result to the Regional Office of Education's operations.

The ROE may request certain documents from an employee or applicant's health care provider regarding the need for an accommodation. It is the employee's or applicant's duty to provide the requested documentation to the Regional Superintendent.

The ROE will not deny employment opportunities or take adverse employment actions against employees or otherwise qualified applicants for employment based on the need to make such reasonable accommodations, nor will the ROE retaliate against applicants or employees who request accommodations or otherwise exercise their rights under the Illinois Human Rights Act (IHRA).

The birth of a child falls under the Family Medical Leave Act and an employee should consult the section in this handbook for FMLA to access further information related to leave during that period.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their immediate supervisor or the Regional Superintendent.

# COMMUNICATIONS & TECHNOLOGY

## **Acceptable Use of Technology and Electronic Systems**

The Regional Office of Education promotes the use and development of technology as a means to support learning, collaboration and enhance operations.

It is the general policy that all technology and electronic systems are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and its procedures may result in the revocation of the user's access privilege and / or serious disciplinary action up to and including termination of employment.

Each ROE employee must sign an *Acceptable Use Policy (AUP)* to gain access to and use ROE technology and electronic systems, including but not limited to, networks, internet, and all related hardware (computers, equipment and other devices), software programs, and data / information stored in such systems. This *AUP* must be signed at the time of employment and periodically thereafter as it is updated.

Reference: ROE Policy #678.00, 678.00R and 678.00F

## **Use of the Internet and E-mail at Work**

The Regional Office of Education recognizes that tools such as electronic mail (e-mail) or Internet access can greatly enhance productivity but can also be subject to abuse. The Internet and electronic mail are to be used primarily for business purposes. Uses that interfere with normal business activities, such as sending chain letters or operating a business for personal gain, are strictly forbidden.

## **User Responsibilities for Technology and Communication Systems**

Employees are responsible for their behavior and activities when using Regional Office of Education technology and electronic systems, and all technology and electronic systems are to be used in a responsible, efficient, ethical and legal manner. This list below outlines major terms, conditions, and expectations for users, but does not attempt to state all required or prescribed behaviors.

Because of the various security, legal and productivity issues referenced in this policy, each employee assumes the following responsibilities:

1. By utilizing technology and electronic systems provided by the ROE, employees agree to comply with agency, state, and federal policies and procedures governing technology and electronic system usage. In particular, employees are to avoid:
  - Participating in illegal activity;
  - Downloading or using copyrighted material without permission;
  - Downloading or installing unauthorized material or software;
  - Engaging in commercial purposes;
  - Invading privacy;

- Using another user’s account or password without permission;
  - Posting material without the author’s consent;
  - Accessing, submitting, posting, publishing or displaying inappropriate material that is defamatory, abusive, obscene, profane, inappropriate sexual nature, threatening, racially offensive, harassing, or bullying;
  - Tampering with or attempting to gain access to unauthorized data; and
  - Vandalizing or participating in other intentional or negligent damage or attempt to damage ROE technology or electronic systems including creating or uploading viruses or use of any technology, online anonymous proxy, or vpn / filter avoidance method to circumvent ROE monitoring technologies.
2. Employees are expected to abide by the following rules of etiquette:
- Be polite;
  - Use appropriate language (no swearing, use of vulgarities, or abusive language, etc.);
  - Maintain privacy and confidentiality (e.g., not reveal private information such as addresses or telephone numbers, etc.); and
  - Do not disrupt other users.
3. Employees are expected to use technology and electronic systems resources efficiently and productively within ROE policy and State and Federal laws.

### **Regional Office of Education’s Responsibilities for Technology & Communication Systems**

Use of Regional Office of Education’s technology and electronic systems is at a user’s own risk. The ROE makes no warranties, expressed or implied, regarding the level of service it provides and shall not be held responsible for any damages, including those caused by loss of data, service interruptions, use or inability to use, or the accuracy, quality or appropriateness of information obtained through use.

### **Privacy Expectations**

Employees’ interactions with technology and electronic systems owned by the Regional Office of Education (e.g., computers, email, network, etc.) are subject to periodic review and should not be considered private. The ROE reserves the right to monitor and / or log all use of technology and electronic systems without notice. This includes the use of personal devices (e.g., laptop, tablet, phone, etc.) that are accessing the ROE network. Therefore, employees should have no expectation of privacy in the use of these resources.

## **Passwords**

Regional Office of Education employees are responsible for maintaining the security and confidentiality of their passwords. An employee should never disclose his / her password and should change the password every six (6) months. A password should never be written down. Use the following rules to create a secure password:

- Make the password at least 8 characters long.
- Include characters from each of the following categories:
  - Uppercase characters (A – Z)
  - Lowercase characters (a – z)
  - Numbers (0 – 9)
  - Non-alphanumeric characters (~!@#%&\*\_?(){ }[];:<>?)
- Use a password generator so that it is completely random (e.g. <https://identitysafe.norton.com/password-generator/>)

## **Backups**

The Regional Office of Education maintains backups of critical data, but employees may consider a secondary backup plan for important documents.

## **Telephone Use**

### **Regional Office of Education Telephones**

The Regional Office of Education’s telephones are for business use and purposes related to ROE programs and services. Both local and long distance telephone calls may be made by employees to support those programs and services.

It is understood that certain telephone calls (of a personal nature) may need to be made by employees during the workday. However, the frequency and duration of personal phone calls must be kept to a minimum.

ROE employees are not to use ROE telephones to operate, manage, or run a personal business unrelated to the ROE.

No ROE employee is to use ROE telephones to place telephone call(s) (business or personal) and threaten, harass or in any way use inappropriate language directed at any person(s) receiving the call. Calls to inappropriate numbers (gambling, pornography) are prohibited.

### Personal Cell Phones

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of organization phones. Excessive personal calls during the day, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are therefore asked to make any other personal calls on non-work time where possible and to ensure that friends and family members are aware of the organization's policy. Flexibility will be provided in circumstances demanding immediate attention.

### Reimbursement for Phones

When job or business needs demand immediate access to an employee, the organization may reimburse for the use of a personally-owned cell phone for work-related communications. The amount of reimbursement made toward the usage of a personal cell phone is subject to the employee's job responsibility and determined annually by the Regional Superintendent.

### Phones / Driving (Law)

As of January 1, 2014, Illinois bans the use of all hand-held devices while driving in Illinois. Only hands-free technology such as speakerphones, Bluetooth, and headsets are permitted. In addition: all cell phone use is prohibited while driving in a school zone; and all cell phone use is prohibited while driving in a highway construction zone. All Illinois drivers are prohibited from texting.

Should any ROE employee be found to be in violation of this policy, he / she may be subject to discipline including suspension without pay or even termination.

Reference: ROE Policy #544.00

# CONDUCT



## **Ethics**

The Employee Code of Ethics and Conduct (“Code”) details Regional Office of Education #9’s policies for employees. Regional Office of Education #9 is committed to a quality business and reputation that values integrity, respect and truthfulness, and a strong commitment to the highest ethical standards. These principles apply to employee interactions with students, the employers that hire them, coworkers, vendors, government and regulatory agencies and the general public. Regional Office of Education #9 employees must be familiar with this Code and adhere to its guidelines.

This Code is not a comprehensive guide of all ethical issues that employees may face, but merely highlights specific problems. In dealing with ethical problems not detailed in the Code, employees are expected to use common sense and their best moral judgment. If an employee has an ethical question, he / she should contact his / her immediate supervisor or the Regional Superintendent. This policy may be modified or updated at any time. Regional Office of Education #9 welcomes employee suggestions on changes in the Code.

The Regional Office of Education will abide by the State Official and Employees Ethics Act (Public Act 93-615 effective November 19, 2003, and the amendments made to the Act by Public Act 93-617, effective December 9, 2003). The Act, as amended, is a comprehensive revision of State statutes regulating ethical conduct, political activities and the making and acceptance of gifts. All Regional Office of Education #9 employees are subject to this Act.

Reference: ROE Policy #500.65, #500.65R

## **Conflict of Interest**

Individuals employed by the Champaign-Ford Regional Office of Education may hold outside jobs as long as they meet the performance standards of their job with The Champaign-Ford Regional Office of Education. The outside employment must not conflict in any way with the employee’s ROE job and performance expectations. Employees should consider the impact that outside employment may have on their ability to perform their duties at Champaign-Ford Regional Office of Education. All employees will be evaluated by the same performance standards and will be subject to Champaign-Ford Regional Office of Education scheduling demands, regardless of any outside work requirements.

If Champaign-Ford Regional Office of Education determines that an employee’s outside work interferes with their job performance or their ability to meet the requirements of Champaign-Ford Regional Office of Education, as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with Champaign-Ford Regional Office of Education.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals or organizations for materials produced or services rendered while performing their jobs with Champaign-Ford Regional Office of Education.

Reference: ROE Policy # TBD

### **Confidentiality**

Employees who work for the Regional Office of Education are expected to maintain confidentiality related to issues important to the ROE and its personnel. Employees are not to leave confidential information in places where others can view or take it with them. Confidential information could include, but not be limited to the following:

1. Employee personnel & anecdotal file information;
2. Employee payroll file information;
3. Social Security Numbers or any number directly linked to a person's identity;
4. Passwords;
5. GED records;
6. Teacher licensure records;
7. Student records;
8. Substitute teacher authorization information; and
9. Private discussions or information disclosed in a confidential manner.

Any employee who provides ROE related confidential information to an unauthorized individual or source may be subject to disciplinary action up to and including termination of employment.

Reference: ROE Policy #500.66

### **Political Activity**

The Regional Superintendent prohibits any employee from engaging in political activities in the ROE or while on duty. Further, employees are prohibited from engaging in any political activity that suggests an association with the ROE, including, but not limited to, using the Regional Office stationary, office equipment, supplies or postage, issuing public statements or suggesting the endorsement of the Regional Superintendent.

Reference: ROE Policy # TBD

## **Standards of Performance and Conduct**

Regional Office of Education employees are expected to meet acceptable standards of conduct and performance. Compliance with these standards not only promotes productivity and efficiency, but also helps to ensure a pleasant, safe and cooperative work environment. The following are examples of unacceptable conduct or performance; they represent some of the types of actions for which employees may be disciplined, up to and including discharge for cause. These examples do not cover all the types of performance or conduct that are considered unacceptable. Examples are:

1. A violation of computer and / or network security by ROE employee;
2. A violation of safety or security practices;
3. Absence from work without the employee notifying his or her supervisor;
4. A violation of the ROE's substance abuse policy;
5. Unlawful discrimination and / or harassment;
6. Violation of any ROE's policy or procedure; and
7. Engaging in unprofessional or discourteous conduct toward others.

Certain types of conduct are considered so serious that, depending on the circumstances, they may result in immediate discharge for cause. Examples of such conduct include, but are not limited to, the following:

1. Misconduct;
2. Insubordination;
3. Willful neglect;
4. Dishonesty;
5. Falsification of records;
6. Deliberate damage to government or ROE property or the property of another;
7. Theft;
8. Fighting;
9. Threatening or committing physical violence against another person; and
10. Bringing or being in possession of a weapon or other dangerous device on ROE property without authorization.

## **Sexual Harassment-Student**

Sexual harassment of students is prohibited. An employee or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Substantially interferes with a student's educational environment;
3. Creates an intimidating, hostile, or offensive educational environment;

4. Deprives a student of educational aid, benefits, services, or treatment; or
5. Makes submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms “intimidating”, “hostile”, and “offensive” include conduct, which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes, or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the Building Administrator or a Complaint Manager. Students may choose to report the incident to a staff member of the same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Administrator for appropriate action.

The Director of Alternative Education shall include in this policy and the student handbook the names, addresses, and telephone numbers of the R.E.A.D.Y. Program’s current Nondiscrimination Coordinator and Complaint Managers.

### **Sexual Harassment-Staff**

The Regional Office of Education’s policy prohibits discrimination against any employee or applicant on the basis of sex. The prohibition against discrimination on account of sex is also intended to bar sexual harassment in any form. Sexual harassment is a violation of the ROE’s rules of conduct, as well as Federal and State law. Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made either an implicit or explicit condition of employment;
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
3. The harassment substantially interferes with an employee’s work performance or creates an intimidating, hostile, or offensive work environment.

Any employee who feels that he / she has been sexually harassed by any supervisor, co-worker, or non-employee should immediately notify his / her supervisor, or if the supervisor is alleged to have committed harassment, the next immediate supervisor or Regional Superintendent. The complaint must be in writing and contain a summary of the nature of the alleged harassment. Information on the complaint should be sent to the Regional Superintendent or his / her designee within 48 hours.

Once a complaint is filed, the Regional Superintendent or his / her designee shall conduct an immediate investigation. If evidence is found to support the complaint, the Regional Superintendent will follow the process as outlined in the policy. Both the complainant and respondent have the right to an advocate or representative at any meetings to discuss the alleged complaint or actions taken after the complaint has been processed.

Reference: ROE Policy #500.23, #500.23R, #720.09

### **Violence in the Workplace**

Any employee who threatens, menaces, stalks or commits an act of violence toward any other person will be subject to discipline up to, and including immediate termination. If an employee feels that he / she has been subject to one of the acts in the preceding sentence, he / she may file a complaint with the Regional Superintendent. Employees are encouraged to file such complaints as soon as possible after the occurrence, but no later than 180 days after the incident(s). It may not be possible for the ROE to adequately deal with complaints which are not filed on a timely basis.

Reference: ROE Policy #296.00, #500.18

### **Solicitations by Employees in ROE**

The Regional Office of Education prohibits public solicitations from money raising plans of outside organizations, commercial enterprises and individuals, from materials supporting or rejecting political candidates or issues, and from materials promoting religious issues. Employees shall not sell or attempt to sell commercial items or items related to an outside business, in which the employee is involved, to any student or staff member during working hours.

Reference: ROE Policy #850.00

### **Absenteeism and Tardiness**

The Regional Office of Education considers attendance an important aspect of productive employment. Failure to comply with the ROE policy and procedures for absence may be cause for disciplinary action, up to and including suspension without pay or possible termination of employment. Examples that violate ROE policy and procedures may include, but are not limited to:

- Absence(s) without legitimate excuse;
- Chronic or repeated absenteeism which results in an employee's failure to perform his / her work;
- Failure to follow ROE notification procedures; and / or
- Repeated tardiness

### **Tobacco Use on ROE Property**

In accordance with state law, the Regional Office of Education prohibits the use of tobacco in its offices or on any other property assigned to or rented by the ROE. Tobacco shall mean cigarette, e-cigarette, cigar, pipe or tobacco in any form including smokeless tobacco, which is any loose, cut shredded, ground powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked. The prohibition is in effect throughout the year.

Employees who violate this policy may be subject to disciplinary action.

Reference: ROE Policy #500.67

### **Personal Mail**

The Regional Office of Education's postage machine and stamps are property of the ROE and should **not** be used to post personal mail. Any ROE employee who violates the use of the ROE's postage machine or stamps may be subject to disciplinary action, up to and including termination of employment.

Reference: ROE Policy #542.00

# **OPERATIONS**

## **Succession of Authority to the Regional Superintendent**

When the Regional Superintendent is temporarily absent or temporarily incapacitated, the line of authority shall be:

1. Assistant Regional Superintendent of Schools for ROE #9; and
2. Then as named or appointed by the Regional Superintendent.

In the event none of the above is able to serve, further succession shall be determined on a case-by-case basis by the Regional Superintendent.

Reference: ROE Policy #355.00

**Complaint Process And Procedures** (Process for filing, addressing, and solving complaints against Regional Office of Education employees, policies or procedures in a timely fashion)

The ROE understands that disagreements or differences in opinion may occur between clients (students, parents, school district personnel, community members or other ROE personnel) and ROE employees, or clients may disagree with ROE policies and procedures. Those disagreements should be handled at the lowest level in an attempt to resolve the differences and arrive at an agreeable solution.

If a client (complainant) disagrees with the decision(s) or outcome(s) in a meeting with an ROE employee (respondent), the complainant may file a formal complaint (*ROE Complaint Form*) with the Regional Superintendent to have the complaint reviewed at a higher level. The *ROE Complaint Form* is available in the Regional Superintendent's Office in Rantoul or at all work sites. The *ROE Complaint Form* must be notarized. The *ROE Complaint Form* spells out the complaint process and the rights of the complainant and the respondent.

***It is the hope and intent of the Regional Office of Education and the Regional Superintendent that all complaints against employees, policies or procedures can be resolved at the lowest level by meeting with administrators, department heads, teachers, educational services personnel or others named or involved in the complaint.***

Complaints about / against staff, administration, or policies or procedures of the Regional Office of Education basically can be processed in one of two ways if they have been addressed appropriately (by following the complaint procedure policy and process). For complaints against teachers, educational services personnel, department heads or administrators to be processed at the Regional Office of Education level, the following needs to occur:



1. Complaint(s) against Teacher, Educational Services Personnel, or other Staff
  - a. The teacher or other staff member has the right to a formal (in person) meeting with the individual filing the complaint before it is processed at a higher level.
  - b. Either the teacher or other staff member has the right to representation during this meeting.
  - c. After meeting with the employee and if the complaint is not resolved, it **may** be continued by meeting (in person) with the employee and the employee's supervisor (mediation).
  - d. If the complaint is not resolved at Level "c" in the complaint process, then the Regional Superintendent may choose to appoint a hearing officer to hold a hearing to review the complaint and issue findings, or the Regional Superintendent may choose to hear the case himself / herself and issue a final finding in the case.
  - e. If an appointed hearing officer issues a finding in the complaint, and it is unacceptable to the complainant, then the Regional Superintendent would review the findings and either issue his / her final opinion or choose to hold a review hearing in the case to bring closure to the complaint. In all levels above, the employee has the right to representation.
  
2. Complaint(s) Against a Department Head / Administrator or Policies / Procedures:
  - a. A meeting (in person) should be held first with the department head / administrator providing him / her with the opportunity to address the complaint at his / her level prior to proceeding to the Regional Superintendent.
  - b. If the complaint is not resolved in a meeting with the department head / administrator, then it may be continued at a meeting with the Regional Superintendent (mediation) or having the complaint filed, notarized and heard in a formal complaint hearing with a hearing officer (formal process).

(Complainant may choose #3 [Mediation] First — If unsuccessful, #4 [Formal Hearing] may follow.)

3. Mediation with Department Head / Administrator (Meeting with employee, complainant and department head / administrator to discuss and air complaint(s) in an attempt to permit the supervisor to mediate the situation and arrive at a solution acceptable to both parties.)
  - a. If an individual filing a complaint against a staff member, administrator or policy/procedures is not satisfied with its resolution after meeting individually

with the employee, then the complainant may continue to seek a resolution (mediation with department head / supervisor) by meeting (in person) with the employee and his / her supervisor.

- b. The employee or staff member will have the right to representation during mediation.
4. Formal Complaint Process (Hearing and Regional Superintendent Review):
- a. A formal hearing will be scheduled at the Regional Office of Education Level to process a complaint not resolved in steps 1, 2, 3 above. The hearing will be held before a hearing officer (either the Regional Superintendent or appointed by the Regional Superintendent) to hear the case and issue a finding. The hearing will be tape recorded, and a ROE staff member has the right to representation. The hearing officer will hear both sides present their information, ask for statements or details in regard to the case, preside over the events at the hearing and make a formal written determination (findings) based on the preponderance of the evidence within the appropriate time frame guaranteed by the process.
  - b. The Regional Superintendent may be asked to review a decision and findings of the hearing officer if the complaint is not resolved by formal hearing. That review may or may not be a formal meeting with all involved. The Regional Superintendent may choose to review the tape recording, the written findings, discuss the case separately with the individuals involved and render a final decision. The Regional Superintendent also has the option of conducting another formal hearing if the evidence and details of the case warrant it. The Regional Superintendent's decision and findings is the final step in the complaint process - no further appeal may be pursued within the ROE.

References: ROE Policy #296.00, ROE Policy #500.17 & #500.17R, ROE Policy #710.17, ROE Policy #855.00, ROE Policy #855.02

## **Use of Private Vehicles in Performance of Duties**

### **Personal Vehicle Use**

Regional Office of Education #9 recognizes that it may be necessary for a designated employee to use his / her personal vehicle for travel purposes of his / her job responsibilities. The ROE does not provide automobiles for employees whose jobs require them to drive on a regular basis. ROE #9 has set certain requirements for employees who drive personal vehicles which include:

- Examining previous driving records;
- Driving safely;
- Possessing insurance coverage which includes accident protection and liability; and
- Reporting accidents or incidents in a timely manner.

### **Transporting Students**

ROE #9 does not provide transportation for students to and from its programs. Under certain circumstances, ROE #9 administrative personnel may determine that it is necessary to use a private vehicle for transporting a student from a ROE #9 facility / program to the student's place of residence or location for service or court. All guidelines must be followed by ROE #9 personnel in order to transport a student in a private vehicle.

Employees driving on official business are liable for all violations of the motor vehicle code. Employees transporting students, teachers or administrators are required to carry insurance that would cover any situation where the employee might be liable.

Reference: ROE Policy #435.00, #435.00F1, #435.00F2, #435.00F3, #435.00F4, #435.00-R, #435.00-I, #436.00

### **Job Descriptions**

The Regional Office of Education maintains a set of job descriptions for all positions in the ROE. Job descriptions and performance responsibilities are linked to the evaluation process. Employees may be given the opportunity to provide input into the development or revision of the job descriptions. Job descriptions are to be reviewed and changes approved by the Regional Superintendent. The Regional Superintendent establishes the process for review, amendment and adoption of new job descriptions.

Reference: ROE Policy #500.03

## **Personnel Files**

The Regional Office of Education maintains a complete employee personnel file in the Regional Superintendent's office.

The personnel file contains:

1. Pre-employment records;
2. Employment records; and
3. Other confidential information related to evaluation, remediation, discipline, and conditions / requirements of employment

An employee has the right to access his / her personnel file as outlined in ROE policy and procedure.

Reference: ROE Policy #500.50, #500.50R

## **Stamped Signatures**

Stamped signatures on Regional Office of Education communications (letters, memos, fliers, brochures, etc.) may only be used with the full knowledge and approval of the Regional Superintendent. Each administrator will inform the Regional Superintendent of any employee under his / her supervision who has a signature stamp for official use. Signature stamps should be kept in a secure place.

Reference: ROE Policy #418.00

## **Purchasing Procedures**

All requests for purchases must be submitted to the Accounting Office on an official *ROE Requisition Order Form* with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the ROE can be made without a requisition form. The ROE will **not** reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the ROE.

The Regional Office of Education is tax exempt. Employees cannot be reimbursed for sales tax on any authorized purchase. Employees should contact the Accounting Office at (217) 893-0409 for additional information on purchasing procedures.

Reference: ROE Policy #415.02, #415.03

**Expense Reimbursement** (Mileage and Other Expenses)

The Regional Office of Education shall reimburse employees for approved travel expenses at no less than the rate provided by the State of Illinois.

Reimbursement for other expenditures paid by ROE employees shall be made for expenses incurred as a part of authorized activities. The employee shall detail the nature of the expense(s), and the expense(s) shall be supported by receipts. All expenses must be pre-approved by the Regional Superintendent or his / her designee as indicated in the practices and procedures of the ROE Business Office.

Employees may be reimbursed for expenses to attend meetings or conferences. Expenses could be approved for, but are not limited to:

- Meetings at the state, regional, county or district level;
- Registration for such meetings;
- Travel or mileage to and from such meetings;
- Hotel / motel charges for attending such meetings;
- Meal allowances for such meetings; and
- Other miscellaneous expenses approved for such meetings.

*Note: ROE cannot reimburse sales tax for any expenses.*

Reference: ROE Policies #280.03, #280.03I, #415.01, #415.20

**Staff Development**

The Regional Superintendent or his / her designee is responsible for implementing a staff development program for employees. The goal of staff development is to update and improve the skills and knowledge of employees in order to achieve and maintain a high level of job performance.

Reference: ROE Policy #500.35

**Staff Involvement in Decision Making**

The Regional Superintendent is authorized to establish committees to facilitate staff involvement in the decision-making process, as he / she deems appropriate. Employees are encouraged to participate in those committees.

Reference: ROE Policy #500.02

### **Employee Suggestions**

The Regional Office of Education welcomes employee suggestions and ideas for improvement. An employee is encouraged to share suggestions with his / her supervisor or the Regional Superintendent.

### **Jury and Witness Duty**

Employees who are called for jury / witness duty shall be excused for the day(s) served and shall receive for each day(s) of jury / witness duty the normal daily rate of pay. Employees must complete a *Notification of Absence and Call-In Report* upon return to work and submit it to their department head for approval. Employees may retain the reimbursement (pay and mileage) from the judicial or hearing system for the duty on those day(s).

Reference: ROE Policy #501.07

### **Name & Address Changes**

It is important that employment records contain current information. Employees should notify the Payroll Specialist if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact or beneficiary information. Forms to process a change in personal information can be obtained from the Payroll Specialist.

### **Dress and Appearance**

The Regional Office of Education #9 is a professional organization. Therefore, our image should be reflected in dress and manner. Good grooming and tasteful attire is essential. Styles, appearance, habits or other practices that are distracting or offensive to others should be avoided. Pins, buttons and decals of political, lewd, or inflammatory nature should not be worn.

It is the expectation that an ROE employee dress professionally and appropriately for his / her job responsibilities. Examples of appropriate office attire for men would be suits, dress shirts and ties, sweaters, sport jackets, turtleneck shirts, collarless shirts, Dockers, khakis, and appropriate casual dress. Examples of appropriate office attire for women would be dresses, suits, pantsuits, knee-length dress shorts, dress slacks, blouses, skirts, sweaters, khakis, Dockers, and appropriate casual dress.

Unacceptable apparel would be: sweatshirts, T-shirts, tank tops, crop tops, sports / athletic shorts, blue jeans, tennis / athletic shoes, and jogging or sweat pants.

Reference: ROE Policy #545.00

### **Hazardous Weather Days** (Or Other Unforeseen Situations)

If a hazardous weather situation arises before the start of an employee's working hours, the following procedures will be used:

1. Regional Superintendent or Department Heads will contact employees;
2. An employee will not be required to forfeit a day's pay during times of hazardous weather by order of the Regional Superintendent when the Regional Office of Education is closed;
3. If the ROE is not declared closed, and the employee is unable to come to work, the employee may:
  - a) Utilize a personal leave day;
  - b) Utilize a vacation day or non-work day; or
  - c) Have a day's salary deducted from his / her next paycheck; and
4. Utilize an emergency day (READY / JDC).

If a hazardous weather situation arises after the start of an employee's working hours, the Regional Superintendent may permit the employee to leave work early without forfeiting pay if consistent with office staff requirements.

### **Credit Information Release**

When a request for credit information is received by telephone, the Regional Office of Education will only release information as to whether or not the individual is employed with the ROE, the employee's title and hire date. When a credit information request is received by mail with the signature of the employee, the ROE will provide information about salary, past and future raises and the probability of continuation of employment.

Reference: ROE Policy #500.16, #500.03

### **Use of Regional Office of Education Equipment and Property**

Regional Office of Education employees are responsible for the effective and efficient use of equipment and property. All ROE equipment is subject to monitoring. For example, an employer, for legitimate business purposes, may read e-mail.

An ROE employee or consultant is responsible for ROE property in his / her possession. Regional Office of Education 9 has procedures for assigning and / or distributing equipment and property. All supervisors / department heads and employees or consultants will follow the procedures that include completing the *ROE #9 Inventory Employee Sign-Out Form*.

The following misuse of ROE property may be cause for disciplinary action:

1. Carelessness or inattention which results in damage to ROE property;
2. Failure to maintain assigned records, hiding or falsifying or changing or removing records or using records for a purpose that was not intended;
3. Theft of property, using ROE property without authorization or approval;
4. Misuse or negligent use of ROE property and / or resources (this could include employees, facilities, mails, supplies, equipment, or telephones); and
5. Misappropriation of property

*Note: A physical audit of all inventory will be completed on an annual basis, and the results will be reconciled with the fixed asset records.*

Reference: ROE Policy #420.04, Form TBD

### **Solicitations by the Public in ROE**

The Regional Office of Education's intention is to safeguard the students, their families and staff from money raising plans of outside organizations, commercial enterprises and individuals, from materials supporting or rejecting political candidates or issues, and from materials promoting religious beliefs. Outside organizations or the public should not solicit or use the ROE or its personnel to solicit without the approval and knowledge of the Regional Superintendent.

Reference: ROE Policy #850.00

### **United Way**

In cooperation with the United Way of Champaign County, each fall the Regional Office of Education has a fund-raising campaign. Employees who wish to support the United Way or a favorite charity within the United Way may do so through payroll deductions or by cash contributions. An employee may enroll at any time through the Payroll Specialist.

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

The Regional Office of Education complies with the Illinois Freedom of Information Act (FOIA) and is authorized to develop, maintain and implement administrative procedures for the processing of requests for access to public records and documents. Freedom of Information requests must be made in writing, to the FOIA officer, which is the Regional Superintendent or his / her designee.

Reference: ROE Policy #347.00



# **SAFETY & EMERGENCY PROCEDURES**

### **Emergency Drills** (Fire Drills and Other Emergencies)

The Regional Office of Education has procedures and plans in place for fires and other emergencies that may occur. At least one fire drill will be held during the year as provided by law and directed by the Fire Inspector for the Village of Rantoul. All employees are expected to participate and follow the procedures for evacuation of the building(s).

Reference: ROE Policy #465.08

### **Threats to Staff or Students**

The Regional Superintendent or his / her designee shall specify a course of action to be taken by office personnel in the event of any threat related to staff or students. The ROE shall provide a suggested sequence of events and make provisions for any necessary training in order to prepare appropriate staff to handle the situation.

Reference: ROE Policy #465.10

### **Weapons in the Workplace**

Illinois enacted the Firearm Concealed Carry Act (2013) which allows individuals who meet certain qualifications to carry concealed firearms.

The interest of maintaining a workplace that is safe and free of violence, and in accordance with the policy set forth in the National Handbook, the Regional Office of Education generally prohibits the presence or use of firearms and other weapons on the ROE's property, regardless of whether or not the person is licensed to carry the weapon. In compliance with Illinois law, the ROE permits those employees who are concealed weapons license holders and who lawfully possess a firearm or ammunition to transport and store their firearm or ammunition in their personal vehicle inside company parking lots. However, if the employee's vehicle is not attended, the vehicle must be locked or the firearm and ammunition must be in a locked container outside of plain view.

Employees who are concealed weapons license holders may also carry a concealed firearm in the immediate area surrounding their vehicle in a ROE parking lot only for the limited purpose of storing or retrieving the firearm within the vehicle's trunk and only after ensuring the firearm is unloaded. Such lawfully possessed firearms and ammunition may not otherwise be removed from an employee's personal vehicle or displayed to others for any reason.

### **Building Security, Vandalism and Unlawful Entry**

The Regional Office of Education employees are expected to ensure that a high level of security is maintained for the ROE facilities and equipment. Responsibility for leaving the building in a secure condition shall clearly be designated, and the understanding and cooperation of all employees shall be enlisted. The Regional Superintendent shall develop procedures for duplicating and distributing keys, and all supervisors / department heads and employees will follow the procedures.

Reference: ROE Policy #450.01, #450.01R, #450.03

### **Job-Related Assault and / or Battery**

The Regional Office of Education has concern for the protection of all employees from job-related assault and / or battery. Job-related assault and / or battery shall be defined as any attack upon an employee which takes place during the employee's working hours while performing job-related duties at the work site or any site where the employee is performing job-related duties.

Any employee who has been assaulted and / or battered in a job-related setting shall notify his / her supervisor and the Regional Superintendent. His / her supervisor will assist the employee with:

- Receiving appropriate medical attention;
- Reporting the incident to the law enforcement agency, if appropriate;
- Reporting the incident to the Regional Superintendent; and
- Completing written reports, such as, *IL form 45: Employers First Report of Injury* and filing them with the Payroll Specialist.

Reference: ROE Policy #500.62, #430.01F

## **Job-Related Injury**

The Regional Office of Education has concern for the safety of all employees from job-related injury. Job-related injury shall be defined as physical injury of any employee which takes place during the employee's working hours while performing job-related duties at the work site or site as a result of the employee's performance of job-related duties.

Any employee who has been injured in a job-related setting shall notify his / her supervisor and the Regional Superintendent his / her supervisor will assist the employee with:

- Receiving appropriate medical attention;
- Reporting the incident to the appropriate law enforcement agency, if appropriate;
- Reporting the incident to the Regional Superintendent; and
- Completing written reports, such as, *IL form 45: Employers First Report of Injury* and filing them with the Payroll Specialist.

Reference: ROE Policy #500.62, #430.01F

# SEPARATION

## Employment Terminations

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee.
- Discharge – involuntary employment termination initiated by the organization.
- Layoff – involuntary employment termination initiated by the organization for non-disciplinary reasons.
- Retirement – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Since employment with the Regional Office of Education #9 is based on mutual consent, both the employee and The Regional Office of Education #9 have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner:

- All accrued vested benefits that are due and payable at termination will be paid;
- Some benefits may be continued at the employee's expense if the employee so chooses; and
- The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Regional Office of Education #9 supervisors will generally schedule exit interviews at the time of employment termination. This exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Regional Office of Education #9, or return of Regional Office of Education #9 property. Suggestions, complaints, and questions can also be voiced.

Reference: ROE Policy #520.14, #500.27, #520.14F

**Administrative Leave With Pay** (for employees under certain circumstances)

An employee of the Regional Office of Education may be placed on administrative leave with pay by the Regional Superintendent for reasons judged by the Regional Superintendent to be in the best interest of the ROE. Administrative leave with pay may not exceed ten (10) working days, unless the employee is afforded a hearing with the Regional Superintendent or his / her designee to determine whether the evidence, as presented at the hearing, supports an extended administrative leave with pay. Administrative leave with pay could be for, but not limited to, the reasons below:

1. The employee's safety;
2. The disruption of educational programs or process;
3. The safety and welfare of other employees, staff or students;
4. A pending investigation or fact-finding mission;
5. Any unprofessional conduct;
6. Any conduct which violates Illinois or Federal laws or regulations, ROE Policy;
7. Any insubordination, immorality, incompetence or other just cause, or
8. The best interest of the ROE.

Reference: ROE Policy #500.26

**Suspension Without Pay**

The Regional Superintendent may suspend an employee without pay for conduct which disrupts or may disrupt the work environment or educational programs or process, unprofessional conduct, neglect of any professional duty, conduct which violates any Illinois or Federal law or regulation, insubordination, immorality, incompetence or other just cause. The suspension without pay may occur provided that prior to any such suspension, the employee shall be given written notice by certified mail from the Regional Superintendent stating:

1. The reasons for the suspension;
2. The date, time and place of a meeting / hearing with the Regional Superintendent or his / his designee; and
3. The employee's right to be represented by counsel.

Suspension, as used in the policy below, means the act of temporarily barring an employee from his / her position in the ROE without pay. No suspension shall exceed thirty (30) working days in length.

Reference: ROE Policy #500.25

## **Job Abandonment**

Regional Office of Education employees who are absent from work without cause may be considered for job abandonment and terminated. An employee who has abandoned his / her job will have the following rights in the job abandonment process:

1. Notification by certified mail that he / she has abandoned his / her job and the ROE is considering job abandonment and termination proceedings,
2. The right to a hearing and to present his / her position or case in the process,
3. The right to counsel or representation at the hearing, and
4. Proper notification in a timely manner following the hearing of the outcome of the hearing and decision regarding job abandonment and termination by the Regional Superintendent or his / her designee.

Reference: ROE Policy #520.22



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**EMPLOYEE HANDBOOK**  
**Champaign-Ford Regional Office**  
**of Education**

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