

Herscher C. U.S.D. #2

Standards and Procedures for Staff

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. We must hold ourselves to a high standard of quality, so that students are encouraged to learn to the limits of their abilities. Rules and authority assure that students and employees have a safer, more effective, and more efficient place to learn and work.

As an employee, you have a responsibility to the District, parents, students, taxpayers and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary.

Generally speaking, we expect each employee to act in a mature and responsible way at all times. When each person is aware that he/she can fully depend upon fellow workers to follow the rules of conduct, then our school district will be a better place to work and a better place for students to learn.

If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, please see your Principal or Superintendent for an explanation.

GENERAL EMPLOYMENT EXPECTATIONS/INFORMATION - The building/department administrator shall provide and review all rules with new employees. It shall be the duty of each employee to read, understand, and apply all work rules.

1. Applicants shall not falsify employee applications.
2. Each employee shall report all work-related injuries immediately to his/her supervisor who will then notify the Insurance Claims Secretary, Heather Crane, in the Unit Office. The supervisor will complete a First Report of Injury. (This form is available on our district website under Staff Forms.)
3. Any employee receiving worker's compensation benefits who is eligible to receive the following benefits shall have said benefits affected as indicated below:
 - A. Insurance - Board share of the group health insurance premium will be paid by the District until the exhaustion of earned and available Sick Leave, Family Medical Leave, Vacation Leave and Personal Leave, if the employee chooses these leaves.
 - B. Sick leave does not accrue for a successor school year unless and until the employee returns to work.
 - C. Seniority accrues as though the employee is working.
4. Employees shall call in before their assigned starting time when ill or injured, and shall not engage in unauthorized absences. Please call your direct supervisor/ building principal prior to 7:00 a.m. the day of or before 10:00 p.m. the night prior to an anticipated absence.

Bonfield Grade School: 815-933-6995

Herscher Intermediate School: 815-426-2242

Limestone Middle School: 815-933-2243

Herscher High School: 815-426-2103

Michelle Armstrong, Food Service & Transportation Director: 815-426-2162 x. 6112

Bryan Carlson, Maintenance Director: 815-426-2162 x. 1020

Shelly Parsons, Special Services Director: 815-426-2162 x. 1021

Employees who become ill/injured during the workday shall report to the immediate supervisor or designee before leaving. Employees shall not arrange for their own substitute unless directed to do so by their supervisor.

5. Employees who miss work because of a prolonged illness/injury that requires a physician's care shall be required to obtain verification of non-employability signed by their physician. In order to return to work, employees must obtain a work release, signed by their physician, stating any restrictions or limitations.
6. Employees shall not make improper use of sick leave or unpaid personal leave. Sick leave may only be used as defined in the applicable collective bargaining agreement. Unpaid personal leave must be used for the purpose for which it was granted.
7. Employees shall be required to use sick leave and personal leave before unpaid medical leave or

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disability leave will be granted. Sick and Personal leave may be used in half- or full-day increments.

8. Employees shall be required to use personal leave before approved, unpaid leave will be granted. Requests for unpaid leave must be made in writing to the Superintendent at least 10 working days prior to the beginning of the leave period, unless it is an emergency. There is no right to take unpaid (sometimes called "dock day") leave.
9. Employees whose sick leave or other leave is exhausted, and who desire to continue as an employee, must apply for a leave of absence within 7 days of exhaustion of such leave. Otherwise, the employee shall be deemed absent without leave and subject to discharge. For probationary employees, absence for 15 working days beyond the exhaustion of sick leave, and every absence thereafter, shall constitute a break in service, restarting the probationary period.
10. A disability that lasts longer than 90 working days after the exhaustion of sick leave shall not be deemed temporary. The Board of Education may require any employee applying for disability leave to submit to an examination by a physician of the Board's choosing, at Board expense, to verify the disability and its likely duration. This provision shall not be interpreted as waiving any rights of an employee or the Board of Education under the Americans with Disabilities Act. This provision does not limit the right of the Board to dismiss "at will" employees. This provision does not require the Board of Education to grant any leave of absence without pay, after exhaustion of sick, leave when the disability is permanent.
11. Employees should provide at least 30 days' notice to the Superintendent of the date that a family and medical leave is to begin. If 30 days' notice is not possible, notice must be given within two business days of when the need becomes known to the employee. Employees shall provide at least a verbal notice sufficient to make the District aware that he/she needs a family and medical leave, and the anticipated timing and duration of the leave. Failure to give the required notice may result in a delay in granting the requested leave.
12. Employees who qualify for IMRF benefits shall be entitled to sick leave benefits. Sick leave shall be calculated on the basis of an employee's length of contract (9 mo., 10 mos., 11 mos., 12 mos.).
13. Non-certified employees personal days and holiday pay are addressed in the Non-Certified contract.
14. Each employee shall report to work at the designated time and promptly attend to work assigned, and complete such work in a timely manner except as is permitted for breaks. Any employee's regularly scheduled workday may be reasonably extended to achieve organizational objectives, if authorized by the Superintendent and approved by the Principal or appropriate supervisor (e.g. emergency situations, important informational meetings, etc.). Any hourly employee who works overtime hours (actual work hours that exceed forty in a single work week) is entitled to one and one-half times his/her rate of pay for those additional hours.
15. Non-Certified employees are not to take extra breaks or breaks in excess of those authorized. Employees who work at least 7.5 continuous hours shall receive a minimum 30-minute duty-free meal break that begins within the first 5 hours of the employee's work day. The principal or supervisor will determine the length of the lunch break. In the event any provision of this rule is in conflict with a collective bargaining agreement, the terms of the collective bargaining agreement shall control.
16. Bus drivers, bus aides, paraprofessionals, food service personnel, student supervisors and substitute employees shall work only on days when students are in attendance. These employees shall not work on institute days unless authorized by the Superintendent and approved by the Principal or appropriate supervisor.
17. Non-certified employees, at the discretion of administration, may be reassigned permanently to other positions. Pay rate, benefits, and seniority will not be affected by this temporary reassignment. A temporary assignment is one that is not anticipated to last more than one year. Personnel may be assigned to perform duties in other job categories, if they are able, in order to ensure productive employment.
18. Certified employees may, in case of emergency, be assigned outside their areas of certification.

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Principals and appropriate supervisors may reassign employees temporarily to satisfy immediate organizational needs. In the event any provision of this rule is in conflict with a collective bargaining agreement, the terms of the collective bargaining agreement shall control.

19. Employees shall maintain accurate records, if any, for their assigned position and are required to keep accurate time sheets or work time records approved by the Principal.
20. Hourly employees are paid only for hours worked unless otherwise authorized. Holiday pay, sick leave, vacation leave, etc. must be indicated on time sheets. Time in excess of an employee's approved schedule must be authorized by the Superintendent and approved by the Principal. Overtime is *not* permitted unless authorized by the Superintendent.
21. While at school, its sponsored events, or during working hours, employees shall not engage in personal dress or grooming which causes, or the administration reasonably anticipates will cause, interference with the educational process.
22. Employees shall not engage in unauthorized use of district equipment including, but not limited to, telephones, photocopiers, scanners, computers, tools, motor vehicles, fuel and the like. Personal use of telephones is discouraged and should occur on off-duty time (lunch, breaks, etc.).
23. Employees shall not make modifications in equipment or buildings including heating, cooling, electrical, water, or sewer systems unless authorized by job descriptions or supervisors.
24. Employees shall not have an unauthorized use or possession of district keys, including master keys.
25. It is highly recommended that employees not bring personally owned equipment or furniture to school without written authorization from building administration. If permission is granted, the district assumes no liability for lost, damaged, or stolen personal property.
26. Employees shall be truthful to the Board of Education and administration in regard to matters relating to employment or directly related to the employee's work duties.
27. Employees shall not falsify documents, or create documents which are substantially misleading.
28. Employees shall not make false claims for insurance or any other benefits.
29. Employees shall not misrepresent to any person the extent of his/her job authority, or purport to act on behalf of the district when not authorized to do so. Employees shall not incur expenses or enter into contracts on behalf of the district without authority to do so.
30. Employee shall not smoke or otherwise use tobacco on school property or while engaged in work.
31. Employees shall conduct themselves in a safe manner at all times. Employees shall read, understand and apply all safety instructions related to procedures or equipment. Employees shall use safety glasses, ear protection, seat belts, and all other safety devices supplied by the employer. Safety devices must be in working order and all guards in place before any machine is operated. Employees shall not defeat any safety device.
32. Employees shall not work when under the influence of any intoxicating liquor or illegal drug. When taking medication prescribed by a physician or medication obtained over-the-counter, or from any other source, an employee shall not operate any equipment, machine or vehicle when unable to do so in a safe and alert fashion. The employee shall notify the immediate supervisor if any medication causes the employee to have diminished alertness or which substantially alters the employee's ability to perform work. An employee shall not conceal or maintain any intoxicating liquor or illegal drug in or on any school property or at any school-sponsored activity. An employee shall not consume alcoholic beverages on any workday between the beginning and end of his/her work assignment. No employee shall work bearing the odor of alcohol or illegal drugs, such as marijuana, or be under the influence of any alcohol or illegal drugs while performing any duty or activity for Herscher Community Unit School District No. 2.
33. Employees shall not at any time during working hours engage in acts that are dangerous to the property, health, safety, or welfare of the district, students, other employees, or the general public.

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This rule shall not be deemed violated by accidental acts that are not intended by the employee; but employees shall act with prudence and ordinary caution at all times. Employees shall not engage in activities during non-school hours that intentionally cause injury or harm or attempt to cause injury or harm to other employees, children, their property, or the school district or its property. Any employee who has been convicted of any felony offense or who has committed any criminal acts involving substantial risk of harm to other persons or property may be unsuitable for school employment and is subject to discharge, at the discretion of the Board of Education.

34. No employee may bring onto school property or to any school activity firearms, ammunition, explosives, fireworks, or other substance or devices likely or capable of causing harm to persons or property. This does not include approved equipment or machinery necessary for the employee's duties.
35. Each employee shall report to their immediate supervisor any damaged or broken equipment or other school property in his/her assigned area of responsibility.
36. The loss of driving rights or privileges for any position requiring a current driver's license may be cause for dismissal. The employee must advise the district of lost driving privileges if driving is required as part of the position.
37. The failure to maintain or the loss of any certificate, license, or other document issued by any governmental entity or office necessary or required for the employee's position may be cause for dismissal.
38. No employee shall fail to promptly deposit, report or account for any funds, gate receipts, or other money or property of the school district, students, or others coming into the employee's hands as a result of the employee's work, responsibilities, duties, or employment. Sponsors/coaches may keep up to \$10.00 to be used for change.
39. An employee shall not use, retain without authorization, or steal money or property of students, other employees, or others.
40. Employee shall not release, disclose, or grant access to information found in any student record except in the exercise of job responsibilities, or when such disclosure would constitute a violation of the Illinois School Student Record Act or the Family Educational Right to Privacy Act. Employees may seek clarification of their responsibilities under this rule from their immediate supervisor. In no event shall an employee disclose the contents of student records to anyone other than a student's parents or legal guardian, the student, or certificated employees without advance consultation with the Principal.
41. An employee shall not disclose the contents of any employee file or disclose confidential information about other employees without advance authorization from a supervisor. Employees may seek clarification of their responsibilities under this rule from their immediate supervisor. This rule does not prevent access to an employee file by an employee or his/her authorized representative.
42. Fighting and physical alterations of all kinds are prohibited. However, employees may take reasonable steps to protect themselves from physical violence, and may reasonably restrain a student to protect the employee, another employee, other students, or district property.
43. Employees shall not engage in any behavior while at school, at its sponsored events, or during working hours, which constitutes gross disrespect for the property or rights of others. For example, employees shall not engage in insensitive remarks about another person's race, color, religion, creed, national origin, sex, age, ancestry, or marital status. Such remarks will result in employee discipline.
44. Due to the sensitive nature of public and student employment, employees shall not use profanity when speaking to parents or other employees utilizing profanity. Employees shall not argue in the presence of students or parents.
45. Employees shall not make unwelcome sexual advances toward or request sexual favors from other employees. Employees shall not engage in any verbal or physical conduct or communication of a sexual nature, which constitutes sexual harassment or otherwise creates an intimidating, hostile, or

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offensive working environment. Any employee who is the recipient of any unwelcome sexual advance, sexual favor or other form of sexual harassment is strongly encouraged to contact the Principal or Superintendent immediately.

46. Employees shall not, at any time, aide, abet, solicit or engage any student, or any employee in any activity that is illegal or immoral. Employees shall personally report evidence of illegal or immoral activity to the Superintendent. No employee shall instruct or dissuade another employee from making such a report.
47. Conviction of any felony offense involving dishonesty or violence, or that would have precluded an employee's initial employment as a matter of law irrespective of the jurisdiction, shall be cause for a hearing for dismissal.
48. No employee shall willfully refuse to obey the policies, rules and regulations of the Board of Education or attempt to violate a Board of Education policy, rule or regulation. This rule does not prohibit activities permitted by the Illinois Educational Labor Relations Act.
49. Employees shall not engage in willful behavior that interrupts the orderly process of school affairs. This rule does not prohibit activities permitted by the Illinois Educational Labor Relations Act.
50. Repeated minor incidents of misbehavior may be cause for discharge, if other disciplinary measures have failed to deter misconduct after the employee is given his/her due process rights.
51. Employees shall personally report evidence of child abuse to the DCFS Hotline (1-800-25-ABUSE or 1-800-252-2873) as mandated by the State of Illinois. No employee shall instruct or dissuade another employee from making such a report. The employee shall notify the Superintendent or Principal that a report was made.
52. Employees should immediately report to their immediate supervisor any conduct by other employees which is dangerous to the health, safety, or welfare of students or other employees, including, but not limited to violation of any rules.
53. Outside employment or activities may not interfere with performance of job duties.
54. Employees shall not accept unauthorized rebates, gifts, gratuities, premiums or promotional materials from suppliers for personal use/gain with a value of over \$25.00. Anything associated with purchasing, such as samples or volume purchase premiums is to be used for school use and is to be fully disclosed to the administration.
55. These rules may be supplemented from time to time by administrative rules. The Superintendent and Principal are authorized to adopt such additional rules as may be necessary or convenient, consistent with these rules. However, violation of such rules shall not be cause for employee discipline until employees are given copies of such rules.
56. Access to the Internet, district computers, and e-mail is a privilege and not a right. No employee shall access any of these except for work-related duties. E-mail is not secure or encrypted, and employee e-mail may be read or reviewed in the course of maintaining computers, networks, or as part of security procedures. Employee computer and network activities are subject to monitoring for appropriate use.
57. No employee shall utilize district computers, networks or Internet access to view, obtain or download any pornographic or sexually explicit material without the express written permission of the Superintendent, for purposes directly related to the employee's job duties.
58. Employees are to refrain from posting to personal social media pages (i.e. Facebook, Twitter) during the course of their paid work time, except for work-related duties.
59. No employee shall defeat or avoid any security device or procedure. Employees shall utilize, and maintain strict confidentiality of passwords or other security techniques. No employee shall access any computer, network, server, or information thereon that the employee is not authorized to access.
60. Personnel are not permitted to develop new clubs/activities for students without approval from

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district administration.

INTERACTING WITH STUDENTS – The building/department administrator shall provide and review all rules with new employees. It shall be the duty of each employee to read, understand, and apply all work rules.

1. Employees shall not exploit their relationship with students by promoting the services, products, ideologies (political, religious, or organizational), or goals of non-school organizations, exclusive of educational goals.
2. Personnel are prohibited from using physical punishment in any way for behavior management of students. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by students. Other prohibited behaviors include: isolation, except when needed for student to gain self-control and even then under supervision by an adult and for no longer than 15 minutes; withholding food and/or water; degrading punishment; work assignments unrelated to a natural or logical consequence; group punishment for one student's behavior; excessive exercise; withholding ability to contact parents/guardians; withholding or using medications for punishment and mechanical restraint such as rope or tape to restrict movement.
3. Personnel must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than inappropriate competition, comparison and criticism.
4. Employees shall not engage in any sexual or romantic conversation or relationship with any student. Employees shall not make sexually suggestive remarks or engage in sexual conduct or acts on or toward students. Employees shall not illegally discriminate against students on the basis of the student's sex. Employees shall personally report evidence of any such activity to the Superintendent or his/her designee. No employee shall instruct or dissuade another employee from making such a report.
5. Any contact between personnel and students outside the context of activities or work-related duties and is unrelated to activities sponsored by the district will be permitted only with the written approval of the student's parents. Parents must be advised of the nature of the contact and that such is not associated with school district activity.
6. Employees are responsible for releasing students only to parents, legal guardians or other persons designated by parents or legal guardians. In the event the employee is uncertain, they should contact their immediate supervisor before releasing the students.
7. With the exception of emergency situations or for medical need, students should never be transported by district personnel, in their personal vehicles, without written permission.
8. Personnel will respond to students with respect and consideration and treat all students equally, regardless of sex, race, religion, culture or socio-economic status. Personnel will portray a positive role model for students by maintaining an attitude of respect, patience and maturity.
9. Personnel are prohibited from speaking to students in a way that is or could be construed by any observer as harsh, coercive, intimidating, shaming, derogatory, demeaning or humiliating. Personnel are expected to refrain from swearing in the presence of students.

GENERAL MONITORING OF STUDENTS– In an attempt to promote a positive, nurturing environment, while protecting students and personnel from misunderstandings, the following guidelines are to be carefully followed by all personnel working with students:

1. Childcare programs will utilize check-in and -out procedures to protect small children from unauthorized pick-ups.
2. Personnel will never leave a student unsupervised.
3. Personnel must avoid being alone with a single student where they cannot be observed by others. In special programs that require one-to-one contact, additional safeguards must be in place to protect both student and personnel.

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4. At least two personnel will supervise overnight activities. When both boys and girls are taking part, male and female chaperones must be present.

PHYSICAL CONTACT WITH STUDENTS– In an attempt to promote a positive, nurturing environment, while protecting students and personnel from misunderstandings, the following guidelines are to be carefully followed by all personnel working with students:

1. Appropriate affection between personnel and students is important for the student's development. The following are appropriate forms of affection for most district programs and sponsored programs:

Side hugs	Pats on the shoulder, back or head
Handshakes	Holding hands while talking with small children
High-fives	Touching hands, shoulders and arms of child
Arms around shoulder	Sitting beside small children
2. Inappropriate affection between personnel and students can damage and distract a student's development. The following are examples of affections that are NOT to be used in district sponsored and affiliated programs:
 - Full body hugs
 - Kisses on the mouth
 - Tickling
 - Holding children over two years old on the lap
 - Touching bottoms, chests or genital areas
 - Showing affection in isolated areas such as coat rooms, closets etc.
 - Sleeping in bed with a student
 - Touching knees or legs of a student
 - Giving 'piggy-back' rides
 - Any type of massage given by personnel to student or student to personnel
 - Any form of unwanted touching
 - Compliments/comments relating to physique or body development

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Signature Page

I, _____ (*Printed Name*), have received a copy of the Herscher CUSD #2 Staff Standards and Procedures.

I understand it is my responsibility to read, understand, and follow all standards and procedures. I understand that if I violate any of these standards and procedures I may be disciplined.

I further acknowledge that discipline, in some circumstances, may include my immediate discharge.

My signature acknowledges receipt of the Herscher School District's Standards and Procedures, not necessarily that I agree with them.

Date

X _____
Signature of Employee