

Bureau Valley CUSD 340
Educational Support Personnel Employee Handbook
Approved August 28, 2018



GENERAL

Once each year the Educational Support Personnel will be invited to meet with the Superintendent to discuss the Educational Support Personnel Employee Handbook. The Board would like a representative from each building in the District, with the intention there will be representation of each classification of employees. If individuals have concerns that need to be brought forward at other times, these concerns may be submitted in writing and presented to the respective building administrator or district office.

Absent contrary provisions in a contract, all educational support personnel employees are employed “at-will.” This means that the employment relationship may be terminated at any time by the district or the employee.

A. Definitions

1. Full Time Employee: A full-time employee shall be defined as any employee who works forty (40) hours per week (with an intended **minimum** duration of the school calendar year). This would include all 12 month employees, building secretaries, Food Service Director, Nurse and HS Site Manager.
2. 12-month Employee: A full-time employee that works all 12 months. This includes custodians, transportation director / maintenance director, transportation mechanics, and district office staff.
3. Part Time Employee: A part-time employee shall be defined as any employee who works less than forty (40) hours per week.
4. School bus drivers are considered part-time employees unless their regular route hours equal forty (40) hours per week.

B. Benefits

1. Medical and hospital insurance plan:
 - a. Full time employees: Participation in the District’s plan under terms equal to Bureau Valley Education Association agreement.
 - b. Employees working an average of at least thirty (30) hours per week but less than an average of forty (40) hours per week: Such employees may participate by contributing **monthly 25%** of the individual premium toward the lowest-cost plan.
2. At retirement, full-time employees (40 hours per week) will be paid \$20 per day for any accumulated sick days over 240.
3. Employees working over six hundred (600) hours per year qualify for Illinois Municipal Retirement Fund with the following benefits:
 - a. Eleven (11) sick days granted per year which may be carried over as accumulated sick leave
 - b. Bureau Valley will honor a maximum of unlimited days of accumulated sick leave
 - c. Sick leave may be taken as 1/2 day or full days
 - d. Three (3) personal leave days granted per year (1/2 day increment minimum)

- e. Two (2) personal leave days will be rolled over to the following year personal leave starting with the 18-19 school year. Other unused personal leave days will be rolled over as accumulated sick leave. At no time can an employee have more than Five (5) personal days.
4. Vacation time will be granted to a full-time (12 month) employees based on experience classification.
5. Sick days, personal leave days and vacation days are prorated if the employee does not start at the beginning of the contract year (Example: Aide-after the first day of school; Custodian-starts on July 1).
6. Mileage Reimbursement: Equal to Bureau Valley Education Association Agreement for certified employees: staff who are required by superintendent or his designee to use their own transportation in the performance of their duties, and staff who are assigned to more than one (1) school building per day, shall be reimbursed for mileage in excess of home to first work site, round trip, at the current IRS rate on September 1 of each year.
7. Family Care and Medical Leave: The employer shall provide any full-time employee, upon request, Family Care and Medical Leave in accordance with this leave as included in the Bureau Valley Education Association Agreement for certified employees.

C. Paid Holidays

1. Paid holidays are those days set aside on the calendar when the employees are not required to work but for which they receive their regular rate of pay, provided the employee is regularly scheduled to work the day immediately before and the day immediately after the holiday.
2. If any holiday falls on a Saturday or Sunday, the District may designate the preceding Friday or the following Monday as the day on which the holiday will be observed.
3. If school is in session on both the Friday before and the Monday after one of the recognized holidays, the District may designate a later date for holiday observance.
4. Paid holidays for which twelve (12) month employees are eligible: Labor Day, Columbus Day, Thanksgiving Day, Christmas Day, New Year's Day, President's Day, Martin Luther King Day, Memorial Day, and Independence Day. Seven (7) additional paid leave days will be allowed, corresponding with Thanksgiving, Christmas and/or Spring Break - actual dates will be set annually by the District **(16 Total Days)**
5. Paid holidays for which Full-Time employees are eligible: Labor Day, Columbus Day, Thanksgiving Day, Christmas Day, New Year's Day, President's Day, Martin Luther King Day, and Memorial Day **(8 Total Days)**

D. Vacation Days

1. Determined per job classification and length of service (full-time 12 month employees only)
 - a. Year 1 through Year 9 may earn ten (10) vacation days
 - b. Year 10 through Year 19 may earn fifteen (15) vacation days
 - c. Year 20 and up may earn twenty (20) vacation days
2. New full-time non-certified employees who qualify for vacation time must work six (6) months before receiving vacation time.
3. The amount of vacation granted will be pro-rated per work year after the period described above has been served.
4. Vacation time must be used in the year earned and cannot be carried over to the next year.
5. The non-certified year will run from July 1 through June 30.
6. Upon termination of employment, Employees will be paid the monetary equivalent of all pro-rated earned vacation as of the date of termination.

E. Work Day

1. The length of the regularly scheduled workday shall be determined by the District.
2. A full-time employee (8 hours per day) or part-time (5 hours or more) is allowed a 30 minute duty-free unpaid lunch break and one fifteen (15) minute paid break every four (4) hours.
3. Breaks may be taken at the convenience of the work schedule or as scheduled with the Building Administrator or Superintendent.
4. The Superintendent or designee shall have the discretion to adjust the beginning and ending work hours.
5. In the case of a snow day, 12 month employees and full-time employees are not expected to work and will not be required to make up the day. If the superintendent or designee directs said employees to work during a snow day, the time worked will be reimbursed as overtime/comp time **OR time may be used as comp / flex time.**
6. If other non-certified staff are in the building when school is called for a snow day, they will be reimbursed at their regular pay for time worked.

F. Overtime/Compensatory Time

1. Employees will be reimbursed one and one-half (1.5) times their base pay rate for work performed beyond the normal 40 hour work week. In accordance with federal and state regulations. If an employee does not physically work more than 40 hours from Sunday to Saturday, (due to holiday, sick, vacation or personal leave taken during that week) no overtime pay is earned.
2. With management approval, employees may opt to receive compensatory time off in lieu of overtime pay. The building administrator shall keep the official record of compensatory time.
3. Compensatory time will accrue at a rate one and one-half (1.5) times the number of overtime hours worked. The bank of overtime hours shall not exceed 240.
4. All overtime hours shall be pre-approved by the Superintendent or his designee. Failure to obtain pre-approval before beginning overtime work may subject the employee to disciplinary action. Record of overtime hours worked shall be submitted to the district office by the next pay period if overtime pay is requested.
5. Compensatory time must be used within sixty (60) calendar days of when it is reported.
6. Any compensatory time not taken within the sixty (60) days shall be paid in the next pay period.

G. Other Duties: Employees may perform work for Bureau Valley outside their designated job classification, per supervisor approval and providing the requirements of their primary job classification are met. Employees report to building administrators and receive complete job assignments from the building administrator or designee.

H. Job Descriptions: Official job descriptions for each position shall be maintained by the Superintendent and shall be available for inspection by employees upon request.

I. Employee Evaluation

1. An Administrator or designee shall explain to each employee under his/her supervision the evaluation procedures, standards, instruments and job descriptions to be used as well as who will observe and evaluate his/her performance.
2. All employees shall be evaluated at least once per year by an administrator or designee. All written evaluations and the employee's comments are to be placed in the employee's

personnel file.

J. Definition of Seniority

1. Seniority will be calculated using an employee’s length of service within a job classification of the Bureau Valley Community Unit School District #340.
 - a. Years of service in other job classifications will be honored for all current employees, who worked in one of the six (6) previous districts.
 - b. Accumulation of seniority shall begin from the employee’s first working day.
 - c. Accumulation of seniority for school bus drivers shall begin on the first day of the driver’s regular route.
 - d. Seniority attained by working in the six (6) previous districts which make up Bureau Valley will be recognized and will accrue based on this definition of seniority.
 - e. A seniority list of current employees will be completed by the District.
 - f. In any single year, an employee may retain seniority in one job classification.
2. Ties in Seniority: In the event that more than one individual employee has the same starting date of work, position on the seniority list shall be determined by drawing lots.
3. Loss of Seniority will result from:
 - a. Resignation
 - b. Dismissal for Cause
 - c. Retirement
4. Layoff Procedures: In case of reduction in force, the District will attempt to reduce staff based on the last hired, least senior employee on the seniority list in the job classification.
5. Vacancies: The Board will make an effort to post openings for support personnel positions within the District. Those current employees should make appropriate applications for any job opening for which they may be interested.
6. Classifications for Support Personnel:

Unit Secretary	Secretary	Technology Director	Bookkeeper
Assistant Tech	Nurse	Maintenance Director	Assistant Custodian
Head Custodian	Food Service Manager	Food Service Site Mgr	HS Site Manager
Aide	Food Service Emp.	Transportation Director	Head Mechanic
	Bus Driver	Assistant Mechanic	

7. Maintenance of Seniority Lists:
 - a. The District shall prepare, maintain and post the seniority list each year.

K. Effect of Handbook / Amendment. The provisions of this Employee Handbook are guidelines only and attempt to set forth the current practices of the district. This handbook does not create substantive or procedural employment rights and may be amended by the District at any time without notice.