

Non-Certified Employee Handbook



Millburn School District 24

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INTRODUCTION & PURPOSE

The intent of this Employee Handbook is primarily to provide written communication of Millburn School's personnel policies, procedures, and benefits to all employees affected by them. The Handbook is to serve as a guide for answering questions about the employee-employer relationship. The purpose of having these written policies is to achieve consistency, continuity, and understanding of an employee's privileges.

All employees receiving the handbook should read the contents at their first opportunity. Any questions concerning the contents should be directed to your supervisor, as it is his or her responsibility to administer the policies in a consistent and impartial manner. The policies should be read and viewed as guidelines, not "rules". Therefore, they are intended to have enough flexibility to allow individual circumstances to be handled fairly.

The handbook will be subject to change at the District's discretion. Any policy change affects all employees, whether their copy of the Handbook has such a statement or not.

THIS IS NOT A CONTRACT. YOU ARE HEREBY EMPLOYED AT WILL, WHICH MEANS THAT YOU MAY TERMINATE YOUR EMPLOYMENT, OR YOU MAY BE TERMINATED, AT ANYTIME WITH OR WITHOUT NOTICE, WITH OR WITHOUT CAUSE, UNLESS OTHERWISE PROVIDED IN THE *SCHOOL CODE*. NO ONE OTHER THAN THE BOARD OF EDUCATION HAS THE AUTHORITY TO ENTER INTO ANY AGREEMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE ABOVE. ANY SUCH AGREEMENT MUST BE IN WRITING.

TYPES OF EMPLOYMENT

Millburn has a variety of needs and opportunities for employment, therefore there are various types of employment offered, for example part-time and full-time. Each is discussed separately below. Reference made to such employment throughout this handbook shall have the meaning as summarized in this section of the handbook.

Type of Employment	Regularly Scheduled Hours a Week	Benefits Available
Full-Time	37.5 or more	All*
Part-Time	between 20-37.5	Pro-rated**
Part-Time	less than 20	Sick days pro-rated
Temporary and Substitute	Variable, based on short-term need	None

*Benefits for full-time non-certified employees include:

Sick and Personal Leave	For detailed information concerning sick and personal leave see "SICK/PERSONAL LEAVE" section
Life Insurance	\$50,000 life insurance policy 100% paid by the district
Medical/Vision/Prescription	Medical insurance for individual employee 100% of premium paid by the district
Dental Insurance	Dental insurance for individual employee 100% of premium paid by the district
Retirement	Employees scheduled to work 600 or more hours per year, will have 4.5% of their salary automatically deducted as a contribution to their Illinois Municipal Retirement Fund (IMRF).
Vacation	For detailed information concerning vacation see "VACATION" section
Holidays	For detailed information concerning holidays see "HOLIDAYS" section

** Benefits for part-time employees are pro-rated as indicated on the Salary and Benefits Information page provided to each non-certified employee.

For the purposes of this handbook the following definitions will be used:

FULL TIME EMPLOYMENT

Any employee regularly scheduled to work 37.5 hours or more per week is considered a full-time employee and becomes eligible for benefits subject to the terms and condition in this Handbook

PART TIME EMPLOYMENT

Those scheduled to work at least 20, but less than 37.5 hours weekly are considered part-time employees and are eligible for benefits on a pro-rated basis based on their hourly workweek. Those scheduled to work less than 20 hours per week are eligible for sick days on a pro-rated basis only.

TEMPORARY EMPLOYMENT

Millburn District, from time to time, may find it necessary to hire personnel on a temporary basis due to increases in work, or scheduled leaves of absence. The length of the employment is usually relatively short, depending upon the needs for which the employee is hired.

Because the employment is only for a short period of time, temporary employees are not eligible for benefits available for full and part-time employees.

Please note: Any employee scheduled to be in the building for 4 or more hours will be given a one-half hour period of unpaid time for a meal.

EQUAL OPPORTUNITY EMPLOYMENT

Millburn maintains an equal opportunity policy for all applicants and employees. We give fair consideration to all qualified persons, and afford all our employees opportunities for advancement according to their individual abilities, regardless of race, creed, religion, color, national origin, sex, ancestry, marital status, age, physical or mental handicap or disability, citizenship status, military status, or unfavorable discharge from military service. No opportunity for promotion, transfer, or any other benefit of employment will be diminished through unlawful discriminatory practice.

Any employee who believes such behavior has occurred to them or to another employee should immediately report this to your supervisor.

DRESS CODE

Employees of Millburn District are expected to dress in a professional manner. Employees must abide by the same requirements established for the student body as set forth in the Parent/Student Handbook.

ATTENDANCE

Millburn expects that employees will be present, ready to work, when and where they are assigned. It is the responsibility of each employee to be present and accounted for every scheduled workday. Unnecessary absenteeism and tardiness is expensive, disruptive, and places an unfair burden on other employees and your supervisor. An employee who fails to inform his or her supervisor prior to being absent or late, an employee who is absent or late without reasonable excuse, and an employee who is absent or late frequently for any reason is subject to disciplinary action, up to and including discharge.

Absences and tardiness require the prior approval of your supervisor (where possible). All absences will be recorded regardless of the reason, and in the event that such absences become excessive, the employee may be subject to disciplinary action. Employees will receive no pay for unexcused absences.

CALL-IN

If you are going to be absent or late for any reason, telephone your supervisor as far in advance of your starting time as possible. If necessary, call them at home. Any employee who fails to call in for three successive workdays in order to report their absence, will be viewed as having voluntarily terminated his or her employment with Millburn District 24.

SICK/PERSONAL LEAVE

Full-time employees shall be entitled to 13 school days of sick leave and 2 personal days at full pay per year. Part-time employees shall be entitled to pro-rated paid sick days, but in no event shall part time employees who are eligible to participate in the Illinois Municipal Retirement Fund receive less than 10 paid sick days. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. Unused sick leave, in addition to unused personal days, shall accumulate to 240 days. Immediate family shall include parent, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in law, brothers-in-law, sisters-in-law and legal guardians.

Illnesses that result in three or more day's work missed require a physician's certificate as a basis for pay. The District reserves the right, at the discretion of the supervisor, to require a physician's certificate for illnesses lasting less than three days, in which event the Board will pay for the expenses incurred in obtaining the certificate.

Each full-time non-certified employee who has not used more than five (5) sick/personal days for that school year shall receive a bonus of two hundred dollars (\$200.) Each full-time 9-month non-certified employee who has not used more than three (3) sick/personal days shall receive a bonus of of two hundred dollars (\$200.) A pro-rated amount shall be calculated for non-certified employees who are part-time.

Using sick leave days shall be defined as selecting "sick leave" or "unpaid leave" in AESOP. Taking time off without pay is approved at times, but for the purposes of receiving the bonus, is prohibited. The intent is to have the employee present for work on all scheduled workdays.

HOLIDAYS

The School Board recognizes that certain days during the school year are holidays for employees. The following days will be thus observed:

New Year's Day, Martin Luther King, Jr.'s Birthday, President's Day, Labor Day, Veteran's Day, Thanksgiving Day, Casimir Pulaski's Birthday, Memorial Day, Independence Day, Christmas Day

If a holiday falls on a weekend, it may be observed on a Friday or Monday, if the law so provides.

In the case of an emergency or for the continued operation and maintenance of school facilities or property, the District may require non-certificated employees to work on a legal school holiday. Such employees shall receive from their supervisor notice that their presence is required in the school district on a legal school holiday. School-year and 12 month, full-time employees shall be paid for the above observed holidays to the extent such observation falls on a workday.

VACATION

Full-time 12-month employees earn 10 days vacation per year. This vacation can be taken after the completion of one full year of employment. Prior to the completion of one full year of employment, accrued vacation days (at a rate of 3/4 of a day for each month of continuous employment) must be used before June 30th of the current school year.

Part-time and school-year employees are not eligible for vacation benefits.

COURT APPEARANCE

It is the school's policy to permit employees who are required to serve on Jury Duty, necessary time off without loss of pay. The employee will receive his or her regular pay rate for the period of absence times the number of hours the employee would have otherwise worked on the day of absence, but must remit all court earnings to the school.

As soon as possible prior to jury duty, so that other arrangements may be made to cover their absences, the employee is responsible for notifying his or her supervisor and for providing a copy of the official orders showing name and dates of duty.

After completions of duty, the employee is required to return to work the first workday following release from Jury Duty.

FUNERAL LEAVE

It is the policy of Millburn to grant employees reasonable time off without loss of pay when death occurs in an employee's current immediate family. Immediate family shall include parent, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law and legal guardians. In case of death in the current immediate family, up to three (3) working days per

year will be paid to any employee at his or her regular rate for scheduled working time lost due to arranging for, attending the funeral. The time off must be scheduled with the employee's supervisor.

OTHER LEAVES OF ABSENCE

An employee may be granted a leave of absence without pay if the circumstances warrant such action. A genuine need must be present for such a leave to be granted. Each individual case will be reviewed according to the circumstances involved. Requests for leaves of absence should be discussed with your supervisor and will require approval by the Board of Education.

The District will make every reasonable effort to return the employee to his or her former position or one of like responsibility and salary level. If this is not possible, the employee will be assigned a position in which the least reduction in responsibility and salary is necessary if such work is available and the employee is qualified.

An employee will be terminated if he or she fails to return to work following a leave of absence, engages in other employment while on leave, or for whom a suitable position is not available upon return.

An employee on leave status is not entitled to pay of any kind, including holiday pay, sick leave pay, funeral pay, and pay for jury duty.

WORKER'S COMPENSATION

The safety of our employees while at work is one of the school's primary concerns and every step possible is taken to protect your safety on the job. Nevertheless, work-related accidents and illnesses do occur. In the even of such an occurrence, the school provides insurance for its employees against accidental injuries and work related illness under Worker's Compensation Act.

Worker's Compensation insurance is provided by the school to all employees with coverage effective from the first moment on the job and lasting until employment is ended, whether involuntarily or voluntarily. This benefit provides 100% coverage for all reasonable medical care necessary to cure the effects of work-related injury or illness. The compensation is determined by the State Workers' Compensation Board and not by the school district.

When the supervisor is informed of an injury or illness that requires medical treatment, the employee will be sent to the appropriate doctor or hospital depending on the severity of the injury or illness. Any information (medical bills, doctor's statement, etc.) pertaining to an employee's injury or illness should be submitted to his or her supervisor as soon as possible. At the same time, the employee will receive assistance in filing a workman's compensation claim. To return to work the employee must bring a doctor's written release to his or her supervisor.

IMPORTANT NOTE: For an injury to be covered under Workers' Compensation, it must result from a specific slip, trip, or fall, or other incident that occurred at work and was related to the work. In addition, the employee must report the injury immediately upon recognizing that they are injured or risk jeopardizing their coverage under Workers' Compensation. You should report any work injury, no matter how minor it may seem, to your supervisor.

DISCIPLINARY ACTION

All employees are expected to comply with school policies and procedures. Any infraction of a school policy or procedure, or unprofessional conduct, will result in appropriate disciplinary action. Disciplinary action may include verbal warnings, written warnings, suspension with or without pay, and discharge depending on the severity of the infraction.

It is policy of the District that all discipline decisions shall be made fairly and in a professional manner to benefit both the school and the employee.

Any employee may be terminated by the district at any time with or without cause.

Actions which will result in discipline and/or discharge include, but are not limited to the following:

1. Misrepresentation or omission of facts in obtaining employment.
2. Defacing, damaging or destroying property of the District or of another employee.
3. Offensive action toward a student or fellow staff member.
4. Actual or attempted theft of school property or property belonging to others.
5. Illegal use of drugs while on school grounds or while on the job.
6. Smoking while on school grounds.
7. Leaving work area without permission, wasting time, loitering or sleeping during work hours.
8. Fighting, threatening or attempting bodily harm to another, or other form of disorderly conduct, including harassment of a fellow employee.
9. Immoral or indecent conduct.
10. Refusal to accept or follow orders or directions from a supervisor or other member of administration or any other form of insubordination.
11. Bringing in, possessing or using weapons on school property.
12. Inadequate or improper job performance.

All discharge recommendations will require the final review and approval of the Board of Education. All disciplinary documentation will be maintained in an employee's personnel file.



CHECKLIST

Do you know:

- Work hours**
- Where to check in**
- Where to park**
- Hourly wage**
- Who to contact if unable to work**
- When first paycheck will be received**
- Frequency of pay**
- Where are restrooms**
- Policy on personal phone calls**
- Who to go to if there is an error on a paycheck**
- Who to go to if there is a change in personal data**
- Where to go with work-related questions**
- Have you been introduced to people in work area?**

PLEASE READ, PRINT, SIGN, AND TURN THIS PAGE INTO THE DISTRICT OFFICE.

HANDBOOK REVIEW STATEMENT

I have received and read my Employee Handbook. I understand the policies and agree to abide by them.

Millburn School District 24 reserves the right to change any policy at will. Any policy change affects all employees whether their copy of the Handbook has such a statement or not.

Possession of this Employee Handbook does not constitute or imply an Employee Contract. Nothing contained in this handbook shall limit the company's right to control the length and term of employment, and the Handbook shall not be considered as the basis of any permanent Employee Agreement. I understand that my employment is at-will which means I may terminate or I may be terminated at any time with or without cause.

Employee _____

Date _____