

# Carbon Cliff-Barstow District #36



Support Personnel Handbook  
2024-2025

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## **MISSION**

**The mission of the Carbon Cliff Barstow School District is to provide our diverse student population with a challenging curriculum that prepares them to be academic and career ready and to reach their full potential as lifelong learners in a safe, respectful, and nurturing environment.**

## **VISION**

Excellence in Education!

We envision a collaborative culture with a common purpose and clear goals in a professional learning community committed to the success of all students. We will continually:

1. Identify essential skills and concepts students must learn, determine levels of mastery, and evaluate progress through formative/summative assessments.
2. Seek and implement research-based strategies for improving learning.
3. Celebrate student and staff achievements.
4. Create a safe, nurturing, equitable learning environment that is respected and valued by the students, staff, parents and community.

## **BELIEFS**

1. A safe school environment is essential to the teaching and learning process.
2. All students can learn in a positive and motivating environment.
3. Clear goals and high expectations for student achievement guide the development of curriculum and instructional strategies.
4. Student achievement is a cooperative effort among students, parents, school staff and the community.
5. Students learn in different ways. Therefore, instruction and assessments should be based on current educational research and student's needs.
6. Respect for different cultures provides opportunities for understanding human differences.
7. Students need practice in making good decisions within a supportive and challenging learning environment.
8. Educational opportunities develop attitudes for life-long learning.

This document is not intended to create a contract between the Board of Education and District Education Support Personnel (ESP) employees, but to inform employees of district policy and practices.

Employees who are in positions where they are required to work a minimum of six and one-half consecutive hours per day and work 12 months are considered full-time employees.

## **ABSENCE REPORTING**

For pre-approved absences, please submit an absence request to the Superintendent using the

Absence Request form located on the district website. When an unplanned absence occurs please **contact Mr. Lawson via telephone call to determine whether a substitute will be needed.**

### **ANNUITY**

In lieu of insurance benefits, a full-time employee may receive \$200 compensation per month. If the 12-month employee selects the health insurance option, the employee is also eligible to participate in a tax-sheltered annuity with the total cost of such annuity being the full responsibility of the employee. All IMRF-eligible employees (600 hours or more per year) will be eligible to contribute a portion of their salary to a district-sponsored tax-sheltered annuity 403(b).

### **BEREAVEMENT**

Three (3) bereavement days per school year, not cumulative, shall be granted for immediate family. Immediate family shall mean parents, spouse, brothers, sisters, children, grandchildren, grandparents, parents-in-law, brothers/ sisters-in-law, step parents, step children, foster parents, foster children, children for whom employees are legal guardians, niece, nephew, aunt, uncle, and cousin.

### **EVALUATION**

The evaluator shall furnish the employee with a copy of the written evaluation on an annual basis. Evaluation materials put into the employee's file must be signed and dated. The signature shall not necessarily indicate agreement with the content, but shall indicate that the employee has seen and discussed the material contained in it.

The employee shall put any objections to or explanation of the evaluation in writing and give them to the evaluator within 5 days of the employee's receipt of the formal evaluation for attachment to the evaluation. A copy of all written evaluations and any objection or explanation submitted by the employee will be placed in the official personnel file.

### **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

**Leave Description** - Eligible employees may use paid or unpaid family and medical leave, guaranteed by the federal Family and Medical Leave Act, for up to a combined total of 12 weeks in a 12 month period.

Any available paid leave, such as vacation, personal, or sick leave, will be used concurrently with family and medical leave for an employee's own serious health condition, or a family member's serious health condition, birth, or adoption/foster care placement. Any substitution of paid leave required by this policy will count against the employee's family and medical leave entitlement. The District will pay family leave or sick leave only under circumstances permitted by the applicable leave plan, except where this policy provides explicitly to the contrary. Use of family and medical leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of family and medical leave shall not serve to extend such other unpaid leave.

Family and medical leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter,
2. The adoption or foster placement of a child,
3. The serious health condition of an employee's spouse, parent, brother, sister, child, grandparent, grandchild, parent-in-law, brother-in-law, sister-in-law, legal guardian, and step-parent, step children, foster parents, foster children, and
4. The employee's own serious health condition.

Employees may take an intermittent or reduced-hour family and medical leave when the reason for the leave is 3 or 4, above, with certain limitations provided by law. An employee must provide a request for a family and medical leave to the superintendent within 15 days when the reason for the leave is 3 or 4, above, with a certificate completed by the employee's or family member's health care provider. Failure to provide the certification may result in a denial of the leave request.

If both spouses are employed by the District, they may take a combined total of 12 weeks for family and medical leaves when the reason for the leave is 1 or 2, above.

**Eligibility** - To be eligible for family and medical leave, an employee must either: have been employed by the District for at least 12 months or have been employed for at least 1,250 hours of service during the 12 month period immediately before the beginning of the leave.

**Notice** - Employees should provide at least 30 days notice to the District of the date when a leave is to begin. If 30 days notice is not possible, the notice must be given within 2 business days of when the need becomes known to the employee. Employees shall provide written notice to the District so they are aware that he or she needs a family and medical leave, and the anticipated timing and duration of the leave. Failure to give the required written notice may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

#### **Continuation of Health Benefits**

During a family and medical leave, employees may be eligible for continuation of health benefits as if they were working, pending board approval.

#### **Return to Work**

An employee returning from a family and medical leave will be given an equivalent position to his or her position before the leave, subject to the District's reassignment policies and practices.

#### **Implementing Procedures**

The Superintendent shall develop procedures to implement this policy consistent with the federal Family and Medical Leave Act.

### **HIRING PROCESS**

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunities and minority recruitment. All applicants must complete a District application in order to be considered for employment.

#### **Job Descriptions**

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category.

### **Investigations**

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. The Superintendent or designee shall notify an applicant if the applicant is identified in either database.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section 10-21.9 of **The School Code** or who falsifies, or omits facts from, his or her employment application or other employment documents.

### **Physical Examinations**

New employees must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. All physical fitness examinations must be performed by a licensed medical provider.

## **HOLIDAYS**

Unless the District receives a waiver or modification of **The School Code** pursuant to Section 2-3.2Sg, allowing it to schedule school on a holiday listed below, full-time 12-month District employees will be paid for, but will not be required to work, on:

New Year's Day  
Martin Luther King Jr.'s Birthday  
Presidents' Day  
Good Friday  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving Day  
Christmas Day

All other employees will receive Labor Day, Thanksgiving, Christmas and New Year's Day as paid holidays. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

## **ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)**

Employees who are in positions where they are required to work 600 or more hours per year are required by law to participate in the Illinois Municipal Retirement Fund (IMRF). The District is required by law to withhold 4.5% of the employee's salary as the employee's contribution to the plan. The school district contributes to IMRF according to state statute.

## INSURANCE COVERAGE

All full-time 12-month employees are eligible for single health coverage at a minimal cost to the employee. Dependent coverage is available at an additional cost to the employee. All **other non full-time** employees are eligible for health insurance coverage, but at full cost to the employee. Employees who leave Carbon Cliff-Barstow District #36 can continue their health care coverage through COBRA at the full cost to the employee.

## LIFE/DEATH INSURANCE POLICY

All full-time 12-month employees will receive a \$20,000 life insurance policy and a \$20,000 accidental death and dismemberment policy at no cost to the employee.

## OVERTIME

The work week for district employees will be 12:00 AM Sunday until 11:59 PM Saturday. For all hours in excess of forty (40) hours during the seven day work period, each employee shall be compensated at the rate of one and one-half (1½) times the regular rate of pay. All overtime must be pre-approved by the Superintendent.

## PAY PERIODS

Pay periods will be on the 15th and 30th day of each month. If either of these days fall on the weekend or a holiday, the payday will be the last working day prior to the weekend or holiday. All paychecks will be direct deposited in a bank of the employee's choice. **Accurate timesheets must be submitted on the 15th and the last day of the month.**

## PERSONAL LEAVE

The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Superintendent 3 days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last 5 days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.
7. Any unused personal days are transferred to the employee's sick leave at the end of each school year.

12-month full-time employees will receive 3 personal days each year. All other **non full-time** employees working less than 12 months will receive 2 personal days each year.

## SICK LEAVE

12-month full-time employees will receive 14 paid sick leave days per year. All other non full-time employees will receive 10 paid sick leave days per year.

If an employee qualifies for IMRF benefits, unused sick leave will roll over to the next calendar year and will be reportable to IMRF.

Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. For purposes of the policy, "immediate family" shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

After three consecutive days of absence for personal illness, or as it may be deemed necessary in other cases, the employee will be required to furnish a physician's certificate, or similar such certificate from a certified health care professional or the employee's spiritual advisor if treatment is by prayer or spiritual means in order to be paid for the three days absence for personal illness.

### **SCHEDULES AND EMPLOYMENT**

#### **12-Month Employees**

12-month employees work daily (Monday-Friday) except holidays and earned benefit time.

#### **Hourly Employees**

Hourly employees will work according to their contract times. **Any modifications to contractual work times must be approved by administration.**

### **SICK LEAVE BANK**

A. Employees shall be permitted to donate to the sick leave bank for use by another employee who has exhausted his/her accumulated sick leave. Such donations shall be voluntary and be made by September 1st and not revocable. A maximum of twenty-five sick days per school year will be granted to any one employee.

B. All employees may donate two (2) days from their current year to be eligible for coverage by the bank. Any employee who has contributed to the sick bank may not withdraw the donated day(s) when leaving employment.

C. Administration will be responsible for determining employee eligibility to benefit from the sick leave bank in accordance with the purpose for which it is established, the sole purpose being to provide insurance against excessive loss of pay because of catastrophic illness or injury (excluding normal pregnancy).

D. An employee who meets the following requirements is eligible to draw from the sick leave bank:

1. Present a doctor's certification of serious illness,
2. Has used all his/her accumulated sick leave, personal leave and vacation.

### **STUDENT NON-ATTENDANCE DAYS**

Except for paid holidays and other benefit time, employees will receive compensation only for



hours worked.

### **TRAVEL ALLOWANCE**

Travel allowance is allowed for those employees who are pre-approved by the administration to drive their personal vehicle for job-required activities at the rate established by the Internal Revenue Service (IRS)

### **VACATION**

12-month full-time employees shall receive fourteen paid vacation days per year, only after a 90 day probation period. All non full-time employees will receive 5 vacation days each year. Vacation days earned in the fiscal year must be used by the end of the fiscal year as they do not accumulate.

### **WORK ATTIRE**

As we are a public institution, it is expected that staff dress professionally.

### **ADDITIONAL NOTES**

Carbon Cliff-Barstow School District #36 support personnel are not part of a collective bargaining agreement. This handbook is intended to provide clarification and expectations of the policies and procedures of the District.