

East Dubuque Unit School District #119



Non-Certified Employee Handbook

Updated: December 15, 2015

East Dubuque School District

Non-Certified Employee Handbook

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040 Introductory Statement

Effective Date: March 31, 2006

Revision Date: December 15, 2015

This employee handbook will give you important information about working at East Dubuque School District. The policies in the handbook explain many of the benefits of working here. The handbook also explains what we expect of you and tells about many of our rules.

However, this employee handbook cannot cover every situation or answer every question about policies and benefits at East Dubuque School District. Also, sometimes we may need to change the handbook. East Dubuque School District has the right to add new policies, change policies, or cancel policies at any time. If we make changes to the handbook, you will be notified of the changes.

Each of the provisions in this handbook applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual employment contract will control.

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051 Employee Acknowledgement Form

Effective Date: March 31, 2006

Revision Date:

The employee handbook describes important information about East Dubuque School District. I understand that I should consult the Superintendent if I have any questions that are not answered in the handbook.

I became an employee at East Dubuque School District voluntarily. I understand and acknowledge that there is no specified length to my employment at East Dubuque School District and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at will" means that East Dubuque School District may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws.

I understand and acknowledge that there may be changes to the information, policies, and benefits in the handbook. The only exception is that East Dubuque School District will not change or cancel its employment-at-will policy. I understand that East Dubuque School District may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that handbook changes can only be authorized by the East Dubuque Board of Education.

I understand and acknowledge that this handbook is not a contract of employment or a legal document. I have received the handbook, and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

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060 Student/Family Relations

Effective Date: March 31, 2006

Revision Date:

Our students and their families are very important to us. Every employee represents East Dubuque School District to the citizens of East Dubuque. They judge all of us by how we treat them. One of the highest priorities of the East Dubuque School District is to help and educate any student. Nothing is more important than being courteous, friendly, prompt, and helpful to students and their families.

Your contacts with the public, your telephone manners, and any communications you send to members of the school community reflect not just on you but also on the professionalism of the East Dubuque School District.

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080 Abused and Neglected Child Reporting

Effective Date: November 20, 2012

Revision Date: December 15, 2015

Refer to: Abused and Neglected Child Reporting—Board Policy 5:90

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101 Employment At-Will, Compensation, and Assignment

Effective Date: March 31, 2006

Revision Date: December 15, 2015

Refer to: Employment At-Will, Compensation, and Assignment—Board Policy 5:270

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102 Duties and Qualifications

Effective Date: December 15, 2015

Revision Date:

Refer to: Duties and Qualifications—Board Policy 5:280

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103 Equal Employment Opportunity and Minority Recruitment

Effective Date: March 31, 2006

Revision Date: December 15, 2015

Refer to: Equal Employment Opportunity and Minority Recruitment—Board Policy 5:10

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104 Ethics and Conduct

Effective Date: March 31, 2006

Revision Date: December 15, 2015

Refer to: Ethics and Conduct—Board Policy 5:120

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107 Immigration Law Compliance

Effective Date: March 31, 2006

Revision Date:

East Dubuque School District is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. We do not illegally discriminate because of a person's citizenship or national origin.

Because we comply with the Immigration Reform and Control Act of 1986, every new employee at East Dubuque School District is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility.

If you leave East Dubuque School District and are rehired, you must complete another Form I-9 if the previous I-9 with East Dubuque School District is more than three years old, if the original I-9 is not accurate anymore, or if we no longer have the original I-9.

If you have questions or want information on the immigration laws, contact the Superintendent. If you ask questions or want to complain about the immigration law, you will not be punished in any way.

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112 Responsibilities Concerning Internal Information

Effective Date: March 31, 2006

Revision Date: December 15, 2015

Refer to: Responsibilities Concerning Internal Information—Board Policy 5:130

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114 Disability Accommodation

Effective Date: March 31, 2006

Revision Date:

East Dubuque School District is committed to complying fully with the Americans with Disabilities Act (ADA). We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. We conduct all our employment practices and activities on a non-discriminatory basis.

Our hiring procedures have been reviewed, and they provide meaningful employment opportunities for persons with disabilities. When asked, we will make job applications available in alternative, accessible formats. We will also give assistance in completing the application. We only make pre-employment inquiries regarding an applicant's ability to perform the duties of the job.

We require post-offer medical examinations only for jobs that have bona fide job-related physical requirements. An examination will be given to any person who enters the job but only after that person has been given a conditional job offer. We keep medical records separate from other personnel files and confidential.

Reasonable accommodation is available to an employee with a disability when the disability affects the performance of job functions. We make our employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. We make all types of leaves of absence available to all employees on an equal basis.

The East Dubuque School District is also committed not to discriminate against any qualified employee or applicant because the person is related to or associated with a person with a disability. East Dubuque School District will follow any state or local law that gives more protection to a person with a disability than the ADA gives.

East Dubuque School District is committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, and local laws.

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204 Personnel Data Changes

Effective Date: March 31, 2006

Revision Date:

It is important that the East Dubuque School District have certain personal information about you in our records. You need to tell us as soon as there is a change to your mailing address, telephone numbers, marital status, dependents' information, educational accomplishments, and other possibly related information. We also need to have information about whom to contact in case of an emergency. To change your personal information or if you have questions about what information is required, contact the Bookkeeping Office.

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209 Evaluation

Effective Date: March 31, 2006

Revision Date: December 15, 2015

Refer to: Evaluation—Board Policy 5:320

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303 Sick Days, Vacation, Holidays, and Leaves

Effective Date: March 31, 2006

Revision Date: December 15, 2015

Refer to: Sick Days, Vacation, Holidays, and Leaves—Board Policy 5:330

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304 Leaves of Absence
Effective Date: December 15, 2015
Revision Date:

Refer to: Leaves of Absence—Board Policy 5:250

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305 Family and Medical Leave Act

Effective Date: March 31, 2006

Revision Date: June 11, 2009

FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. The employer may elect to use the calendar year, a fixed 12-month leave or fiscal year, or a 12-month period prior to or after the commencement of leave as the 12-month period.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered service member with a serious injury or illness. The District will substitute an employee's accrued compensatory time off and/or paid leave for unpaid FMLA leave. Any substitution of paid leave for unpaid leave will count against the employee's unpaid FMLA leave.

Other changes in the law have been adopted. The East Dubuque School District will ensure compliance with these new requirements.

The law contains provisions on employer coverage; employee eligibility for the law's benefits; entitlement to leave, maintenance of health benefits during leave, and job restoration after leave; notice and certification of the need for FMLA leave; and, protection for employees who request or take FMLA leave. The law also requires employers to keep certain records.

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306 Workers' Compensation Insurance

Effective Date: March 31, 2006

Revision Date:

East Dubuque School District provides a comprehensive workers' compensation insurance program to our employees. This program does not cost you anything.

The workers' compensation program covers injuries or illnesses that might happen during the course of your employment that require medical, surgical, or hospital treatment. Subject to legal requirements, workers' compensation insurance begins after a short waiting period; however, if you are hospitalized, the benefits begin immediately.

It is very important that you tell your supervisor and complete an *Accident Report Form* immediately about any work-related injury or illness, regardless of how minor it might seem at the time. Prompt reporting helps to make sure that you qualify for coverage as quickly as possible and lets us investigate the matter promptly.

Workers' compensation covers only work-related injuries and illnesses. Neither East Dubuque School District nor its insurance carrier will pay workers' compensation benefits for injuries that might happen if you voluntarily participate in an off-duty recreational, social, or athletic activity that we might sponsor.

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309 Bereavement Leave

Effective Date: March 31, 2006

Revision Date: December 15, 2015

Consistent with the Collective Bargaining Agreement

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315 Court Duty

Effective Date: March 31, 2006

Revision Date: December 15, 2015

Refer to: Court Duty—Board Policy 5:80

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320 Benefits Continuation (COBRA)

Effective Date: March 31, 2006

Revision Date:

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) helps employees and their dependents to continue their health insurance even if they are no longer eligible under our health plan.

There are strict rules about when you can use COBRA. COBRA lets an eligible employee and dependents choose to continue their health insurance when a "qualifying event" happens. Qualifying events include the employee's resignation, termination, leave of absence, shorter work hours, divorce, legal separation, or death. Another qualifying event is when a dependent child stops being eligible for coverage under your health insurance.

If you continue your insurance under COBRA, you will pay the full cost of the insurance at East Dubuque School District's group rates plus an administration fee, if any. When you become eligible for our health insurance plan, we will give you a written notice describing your COBRA rights. Because the notice contains important information about your rights and what to do if you need COBRA, be sure to read it carefully.

Please contact the Bookkeeping Office if you have questions regarding COBRA coverage.

The American Recovery and Reinvestment Act of 2009 (ARRA) include substantial change in the way employers and insurers must administer continuing health insurance coverage. East Dubuque School District will ensure compliance with these new requirements.

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380 ERISA

Effective Date: March 31, 2006

Revision Date:

As a participant of East Dubuque School District's plan, you are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA).

If you have any questions about your Plan, you should contact the Plan Administrator. If you have any questions about this statement or about your rights under ERISA, you should contact the nearest Area Office of the U.S. Labor-Management Services Administration, Department of Labor.

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381 HIPAA

Effective Date: March 31, 2006

Revision Date:

The Health Insurance Portability and Accountability Act of 1996 HIPAA limits exclusions for preexisting conditions; prohibits discrimination against employees and their dependents based on their health status; guarantees renew-ability and availability of health coverage to certain employers and individuals; and protects many workers who lose health coverage by providing better access to individual health insurance.

The special enrollment rights apply without regard to the dates on which an individual would otherwise be able to enroll under the plan. Special enrollment periods apply to you and/or your dependent(s), if you have a new dependent as a result of marriage, birth, adoption or the placement for adoption (qualifying event). Under these rules, a group health plan is required to provide the opportunity for special enrollment for these individuals should they make the request within 30 days of the date the qualifying event occurred.

If you decline enrollment under East Dubuque School District's plan for yourself or your dependents (including your spouse) and state in writing that you and/or your dependents have coverage under another group health plan or health insurance coverage as the reason for declining to enroll you may also have special enrollment rights. Special enrollment rights may apply to you and/or your dependents in the event that you and/or your dependents are no longer eligible for this other coverage.

Your plan may offer an Annual Open Enrollment giving you the opportunity to enroll yourself and/or your dependents if you have previously declined/waived coverage for you and/or dependents.

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382 Section 125 Plan/TASC

Effective Date: March 31, 2006

Revision Date:

For the benefit of our employees, East Dubuque School District has instituted a Section 125 Plan. This plan is referred to as TASC.

This plan allows employees who contribute toward the cost of their health insurance to pay on a pre-tax basis. Participants in the plan are able to reduce their actual out-of-pocket costs; your savings will vary depending on your particular tax bracket.

Election forms for the 125 Plan are available every year during the 125 Plan open enrollment period. When you elect to participate in the 125 Plan, you must maintain your election for the full year. There are, however, certain changes in family circumstances that the IRS will consider as valid reasons to make mid-year plan changes.

Please refer to the Section 125 Summary Plan Description for more specific information and a listing of those benefits which are eligible for pre-tax contributions.

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383 Benefits

Effective Date: March 31, 2006

Revision Date: November 20, 2012

East Dubuque School District sponsors a benefits program for all eligible employees. In addition to receiving an equitable salary/wage and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits that will enhance your job satisfaction. We are certain you will agree the benefits program described in this Employee Handbook represents a very large investment by East Dubuque School District.

A good benefits program is a solid investment in East Dubuque School District employees. East Dubuque School District will periodically review the benefits program and will make modifications as appropriate to the District's condition. East Dubuque School District reserves the right to modify, add, or delete the benefits it offers.

Employees working 30 or more hours per week will receive insurance as a benefit. A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Details of the health insurance plan are described in the Summary of Benefits and Coverage (SBC). An SBC and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Bookkeeping Office for more information about health insurance benefits.

PAYROLL PROCEDURES:

Paychecks are distributed on the 5th and 20th of each month. If the payday falls on a day other than a scheduled workday, the paychecks will be distributed the preceding workday. Teacher aides working a 9-month schedule will be paid in 18 pay periods. The paycheck will reflect the actual amount of wage earned per the number of hours worked through the pay period.

Employees classified as 9-month employees are financially responsible for the continuation of insurance benefits through the summer recess. Contact the Bookkeeping Office for financial options.

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501 Safety

Effective Date: March 31, 2006

Revision Date:

Our workplace safety program is a top priority at East Dubuque School District. We want the East Dubuque School District to be a safe and healthy place for all students, employees, and visitors. A successful safety program depends on everyone being alert and committed to safety.

We regularly communicate in different ways with employees about workplace safety and health issues. These communications may include administrator-employee meetings, bulletin board postings, memos, or other written communications.

You are expected to obey all safety rules and be careful at work. You must immediately report any unsafe condition to the appropriate supervisor. If you violate the East Dubuque School District safety standards, you may be subject to disciplinary action, up to and including termination of employment. Violations include causing a hazardous or dangerous situation, not reporting a hazardous or dangerous situation, and not correcting a problem even though you could have corrected it.

It is very important that you tell the appropriate supervisor immediately about any accident that causes an injury, no matter how minor it might seem at the time. When you report it quickly, we can investigate the accident promptly, follow the laws, and start insurance and worker's compensation processing if necessary.

As an employee of East Dubuque School District, you have certain rights regarding the use of hazardous materials in the workplace. East Dubuque School District will provide you with information regarding the following:

1. What chemicals are used in the workplace (MSD Sheets).
2. Where the chemicals are located.
3. Physical and health hazards associated with the chemicals.
4. Protection measures that must be taken to prevent exposure.
5. What to do in case of exposure to the chemicals.
6. Blood born pathogen instructions.
7. Location of universal precaution kits. (Contains rubber gloves, etc.)

For additional information on hazardous materials in the workplace, consult your supervisor.

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507 Overtime and Compensatory Time-Off

Effective Date: March 31, 2006

Revision Date: December 15, 2015

There may be times when the East Dubuque School District cannot meet its operating requirements or other needs during regular working hours. If this happens, we may schedule employees to work overtime hours. When possible, we will try to give you advance warning of a mandatory overtime assignment.

It is our policy that no overtime can be worked without the written approval and authorization of the supervisor. We try to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

Nonexempt employees will receive overtime pay in accordance with the federal and state wage and hour laws. Overtime pay is based on the actual 40 hours worked. For this reason, time off for sick leave, vacation, personal leave, or other paid or unpaid leaves of absence are not counted as hours worked when calculating overtime pay; the single exception to this policy is time off for holiday leave.

The workweek for District employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid on a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled less than 40 hours, "Overtime" is time worked in excess of 40 hours in a single workweek.

Compensatory Time-Off (aka "Comp. Time"):

Refer to: Compensatory Time-Off—Board Policy 5:310

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512 Business Travel Expenses

Effective Date: March 31, 2006

Revision Date:

We will reimburse you for reasonable business travel expenses if the immediate supervisor approves the travel in advance. After a trip is approved, you should make your overnight travel arrangements through East Dubuque School District's Bookkeeping Office, if applicable.

We reimburse approved travel expenses such as travel, meals, lodging, and other expenses as long as they were necessary to meet the objectives of the trip. You are expected to keep expenses within reasonable limits.

If you are involved in an accident while on business travel, immediately report the accident to your supervisor. If you use a vehicle owned, leased, or rented by East Dubuque School District, you may not use that vehicle for personal reasons unless you received advance approval.

When a business trip is over, submit your completed travel expense report as soon as possible. With your expense report, you must also submit receipts for every expense item.

See the District Bookkeeper for help and questions about business travel, expense reports, or any other travel issues.

It is a very serious matter if you record false or misleading information on your expense report. You may not request reimbursement for expenses that you did not have or that were not business-related. Employees who do not follow this travel policy could be subject to disciplinary action, up to and including termination of employment.

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516 Personal Technology and Social Media; Usage and Conduct

Effective Date: March 31, 2006

Revision Date: December 15, 2015

Refer to: Personal Technology and Social Media; Usage and Conduct—Board Policy 5:125

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517 Access to Electronic Networks

Effective Date: December 15, 2015

Revision Date:

Refer to: Access to Electronic Networks—Board Policy 6:235

East Dubuque School District

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520 Irregular School Days

Effective Date: March 31, 2006

Revision Date:

Interrupted Days:

When the District must close due to extreme snow in order to get the children home safely, heat so extreme as to be a threat to the health of the students, or a condition beyond the control of the District that poses a hazardous threat to the health and safety of pupils, the school day may be shortened. Non-certified personnel, such as teacher aides, will be paid for the hours worked and recorded on their time cards. Non-certified personnel may be asked to work despite the early dismissal for snow removal, custodial responsibilities, or operational duties of the school, etc.

Other interrupted days occur when students and faculty are dismissed from school early due to events such as homecoming or pre-holiday early dismissal. Employees will be paid for the hours recorded on their time cards.

Delayed start days:

Delayed start days exist when the weather conditions are severe (e.g., fog) and school is delayed until the conditions improve and the students can get to school safely. Non-certified personnel, such as teacher aides, will work the same hours as student attendance. Non-certified personnel will be paid for the hours recorded on their time card. Non-certified personnel may be asked to work despite the delayed start, for snow removal, custodial responsibilities, or for duties necessary for the operation of the school, etc. No one should travel to school, however, if it is unsafe to do so. Please contact your immediate supervisor if this is the case.

Snow Days:

Snow days are non-attendance days for 9-month and 10-month employees. These days are added to the end of the school year. Non-certified personnel will not be paid for this amount of time until the work period in which the day is rescheduled. Non-certified personnel may be asked to work for snow removal, custodial responsibilities, or operational duties of the school, etc. No one should travel to school, however, if it is unsafe to do so. Please contact your immediate supervisor if this is the case.

Act Of God Days:

Act of God Days may only be used after the district has exhausted all the Proposed Emergency Days built into the Proposed Calendar. Act of God Days may be used for any condition beyond the control of the District. Act of God Days reduce the number of student attendance days in the school calendar.

Parent/Teacher Conferences:

The second day of parent conferences will be considered a non-attendance day for cafeteria employees, teacher aides, and bus drivers.

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530 Lunch Break

Effective Date: March 31, 2006

Revision Date:

All non-certified employees working 6 hours or more per day receive a lunch break unless alternate lunch arrangements have been made with your direct supervisor. All non-certified personnel need to punch in and out with their time card if the employee leaves the school campus for lunch or as directed by their immediate supervisor.

Teacher Institute Days and Extended Early Dismissal Days:

See your immediate supervisor for work schedules.

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580 Personal Automobile Use

Effective Date: March 31, 2006

Revision Date: November 20, 2012

East Dubuque School District is not responsible for damage to your personal automobile when you are using it for school business. The District will reimburse you based upon actual miles driven times the rate established by the District, but only in instances where the District was unable to accommodate your Transportation Request for a school vehicle.

Employees are not to transfer students in their own vehicles. If you are aware that a student requires transportation, please see an administrator. You may be asked to accompany an administrator when he/she transports a student.

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581 First Aid

Effective Date: March 31, 2006

Revision Date: December 15, 2015

In the event of a life-threatening emergency, call 911.

If an accident or illness should occur, no matter how slight, notify your administrator immediately so that appropriate medical treatment can be administered. It is imperative that employees take extreme care in case of an accident, both on and off the job. The transfer of any body fluid (blood, saliva, urine, etc.) may pass on a bloodborne pathogen; therefore, use caution to avoid contact with these body fluids.

Each biohazard kit contains vinyl gloves; please be sure to use them. If this is not possible, use a strong disinfectant to clean up afterwards. On the job injuries will be handled in accordance with Workers' Compensation laws. Any employee who is injured while on the job must notify the Bookkeeping Office immediately to be eligible for coverage provided under our Workers' Compensation policy.

Following the incident, you must complete an *Accident Report Form* and submit it to your immediate supervisor.

As part of our Drug Free Work Place program, you may also be required to submit to drug testing if you are injured on the job.

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701 Employee Conduct and Work Rules

Effective Date: March 31, 2006

Revision Date: December 15, 2015

We expect you to follow certain work rules and conduct yourself in ways that protect the interests and safety of all students and employees and East Dubuque School District.

While it is impossible to list every action that is unacceptable conduct, the following lists some examples. Employees who break work rules such as these may be subject to disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned, staff-owned, or student-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking or use of any tobacco product
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

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702 Drug- and Alcohol-Free Workplace; Tobacco Prohibition

Effective Date: March 31, 2006

Revision Date: December 15, 2015

Refer to: Drug- and Alcohol-Free ace; Tobacco Prohibition—Board Policy 5:50

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703 Workplace Harassment Prohibited

Effective Date: March 31, 2006

Revision Date: December 15, 2015

Refer to: Workplace Harassment Prohibited—Board Policy 5:20

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704 Attendance and Punctuality

Effective Date: March 31, 2006

Revision Date: November 20, 2012

We expect East Dubuque School District employees to be reliable and punctual. You should report for work on time and as scheduled. If you cannot come to work or you will be late for any reason, you must notify your immediate supervisor as soon as possible.

Time cards will be used to accurately report the working history for all employees paid an hourly wage.

Unplanned absences can disrupt work, inconvenience other employees, and affect the educational process. If you have a poor attendance record or excessive lateness, you may be subject to disciplinary action up to and including termination of employment.

Employees will be expected to work defined hours set by their immediate supervisor.

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705 Personal Appearance

Effective Date: March 31, 2006

Revision Date:

Personal appearance means how you dress, how neat you are, and your personal cleanliness standards. Your personal appearance can influence what students and visitors think about East Dubuque School District. Personal appearance can also impact the morale of your co-workers.

During business hours or whenever you represent East Dubuque School District, you should be clean, well groomed, and wear appropriate clothes.

If your supervisor finds that your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave, you will not be paid for the time you are away from work. See your supervisor if you are not sure about the correct clothing standards for your job.

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706 Return of Property

Effective Date: March 31, 2006

Revision Date:

East Dubuque School District may loan you property, materials, or written information to help you do your job. You are responsible for protecting any property we loan you.

You must also return it promptly if we ask. If you stop working at East Dubuque School District, you must return all East Dubuque School District property immediately.

If you do not return our property and if the law allows, we may take money from your regular or final paycheck to cover the cost. We may also take legal action to get back our property.

East Dubuque School District

Non-Certified Employee Handbook

710 Security Inspections

Effective Date: March 31, 2006

Revision Date:

East Dubuque School District wants to have a work environment that is free of illegal drugs, alcohol, firearms, explosives, and items that are sexually suggestive, offensive, or demeaning to specific individuals or groups. We prohibit the possession, transfer, sale, or use of these materials on our premises.

We may provide you with desks, lockers, and other storage devices for your convenience, but these are always the sole property of East Dubuque School District. Because they are our property, we may allow our representative or authorized agents to inspect them at any time, either with or without advance notice to you. We may also inspect any items that we find inside them.

We also want to discourage theft and the unauthorized possession of property that belongs to our employees, the East Dubuque School District, students, and visitors. To help enforce this policy, we may require inspection of employees and other persons who enter or exit our premises, as well as any packages or other belongings they carry with them. If you wish to avoid having your belongings inspected, the best thing is to not bring them to work.

East Dubuque School District

Non-Certified Employee Handbook

714 Drug and Alcohol Testing

Effective Date: March 31, 2006

Revision Date:

East Dubuque School District recognizes that testing of an employee may be appropriate when there are reasonable grounds to suspect that the employee is violating the District's policy prohibiting the possession, use, or being under the influence of drugs or alcohol while performing job duties. East Dubuque School District authorizes drug and alcohol testing of personnel based upon reasonable suspicion of drug or alcohol use.

The administration shall establish rules and regulation to implement this policy in compliance with applicable laws governing drug and/or alcohol testing of governmental employees. If you have questions about this drug testing policy or its administration, contact the Superintendent.

East Dubuque School District

Non-Certified Employee Handbook

800 Life-Threatening Illnesses in the Workplace

Effective Date: March 31, 2006

Revision Date:

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal lives, including work, to the degree that they can. The East Dubuque School District wants to help these employees to work as long as they continue meeting acceptable performance standards.

As in the case of other disabilities, we will make reasonable accommodations in accordance with all legal requirements to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on any employee is confidential. East Dubuque School District will take reasonable precautions to protect medical information from inappropriate disclosure. Administrators and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing medical information is subject to disciplinary action, up to and including termination of employment.

If you have questions or concerns about life-threatening illnesses, you should contact the Superintendent for information and referral to appropriate services and resources.

East Dubuque School District

Non-Certified Employee Handbook

880 Personal Property

Effective Date: March 31, 2006

Revision Date:

East Dubuque School District cannot be responsible for personal property that is lost, damaged, or stolen. If you bring personal property/items/belongings into the school, on school property, or to a school event, you are responsible to keep track of them.

If you do bring personal property, you need to understand that it will not be covered under the East Dubuque School District insurance and, because of limitations on personal homeowners' policies with business property away from the home premises, it may not be covered under your homeowner's coverage either.

Also, East Dubuque School District prohibits any items on the premises or worksite that are sexually suggestive, offensive, or demeaning to specific individuals or groups, along with firearms or other weapons. Employees should understand that all personal property brought onto the employer's premises may be inspected for purposes of enforcing the district's policies and to protect against theft.