

TO: Educational Support Personnel

FROM: Randall Toepke, Superintendent

This memo is to clarify our expectations as well as our benefits for all classified personnel at Metamora Twp. High School. If you have any questions regarding any of this information, please feel free to ask. We are always glad to help.

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be cooperative, and to maintain professional relationships with students, parents, staff members and others.

INSURANCE COVERAGE

Health Insurance

The District shall pay 80% of the premium of each eligible employee enrolled in the group health and dental insurance programs of District #122. Currently the employee's portion of single insurance is \$73.08 per check; Employee/Spouse \$138.90 per check; Employee/Child \$115.29 per check and Family \$167.99 per check. These amounts will differ for 9 month employees who do not receive a check in the summer.

Any person contracted on an annual basis for more than 4 hours per day shall be eligible for group insurance benefits. All half time employees shall receive half the benefits of a full time employee. Employees who work 4 or less hours per day do not have access to group health insurance.

After initial employment, there is an open enrollment period in September of each year where an employee may request addition to the District's insurance program. There are other "qualifying events" such a loss of coverage which may permit an employee entering the program at other times than the open enrollment period.

If an employee does not enroll in the group insurance program, no access to the money is available.

Section 125 Flex Spending

MTHS offers employees the opportunity to take advantage of Flexible Spending Accounts (FSA) in addition to the pre-tax premiums you already enjoy to help you save money. The FSA allows you to set aside part of your paycheck to pay for health care and dependent care expenses before federal, state and Social Security taxes are taken. A complete explanation of what expenses are available for reimbursement under this plan can be obtained in the Superintendent's office.

Life Insurance

The District has in place an insurance policy with State Farm Insurance in the amount of \$15,000.00 for employees under the age of 65 and a \$10,000.00 policy for employees 65 and over. In addition, for those employees 65 and over, an additional \$5,000.00 check will be issued to the beneficiary of the deceased employee by the school.

SICK LEAVE

An employee must be dependable as well as skilled in his or her job. High absenteeism rates reduce productivity and put undue burdens on other employees.

Sick leave shall be granted at the same rate as certified employees. The rate is as follows:

1st and 2nd year IMRF employees:

10 sick days, two of which may be designated as personal days. If the two are not used for personal days they will accumulate as sick days

3rd year and up IMRF employees:

15 sick days, two of which may be designated as personal days. If the two are not used for personal days they will accumulate as sick days.

1st and 2nd year Non-IMRF employees:

5 sick days, one of which may be designated as a personal day. If the one is not used, it will accumulate as sick days.

3rd year and up Non-IMRF employees:

7.5 sick days, 1.5 of which may be designated as a personal day. If they are not used, they will accumulate as sick days.

Unused sick leave may accumulate to 240 days which is maximum for IMRF employees.

Classified employees who have worked a minimum of 5 years for the District shall receive a one time payment equal to one third of accumulated sick leave – not to exceed 60 days – at substitute teacher rate.

Sick leave includes personal illness, or as may be deemed necessary in other cases, quarantine at home, or serious illness, or death in the immediate family. The Superintendent and/or designee shall monitor the use of sick leave. For purposes of this Section, “immediate family” shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians as per the School Code of Illinois 105 ILCS 5/24-6. Employees are expected to use the Family and Medical Leave Act for any time, other than their own personal illness, past the three days per incident.

Bereavement/Funeral Leave

Employees may use sick leave in the event of a death in an “immediate family”. For this section “immediate family” shall include parents, spouse, children (including legal guardians), brothers, sisters, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, aunts, uncles, nieces, and nephews. Employees asked to participate in a funeral service (pallbearer, singer, musician, etc.) may use sick leave to do so if they are not already entitled to do so above. In such cases the employee must get prior approval of the Superintendent.

After 3 days absence for personal illness, or as it may be deemed necessary in other cases, the employee may be required to furnish a physician's certificate of illness as a basis for pay. If such a certificate is required, the District shall pay any expenses incurred in securing it.

Reporting Sick Leave

Employees who have a scheduled planned absence (e.g. vacation, personal days, doctor's appointment, etc.) should request the time as far in advance as possible and to explain:

Date(s) and length of absence

Category of absence (vacation, personal day, FMLA leave, sick time etc.)

Bus Drivers should contact the Director of Transportation, Pete List, and/or Ron or Jerry Kiefner. All other classified employees should enter their absence in AESOP. If you need assistance or it is not possible under the circumstance, they should contact Rhonda Danner. It is the employee's responsibility to report their absence. Failure to do so may result in an unpaid day. This is essential in the daily operations of MTHS. Everyone's job is important, and it is only fair to all employees that all jobs are covered each day. We also need to be able to accurately record absences to assure employees are paid when appropriate.

TIME CLOCKS

Employees need a full workday to complete their responsibilities. Consistent arrival times are a matter of fairness. Consistently late employees unfairly burden co-workers. Time clocks are located in the south teacher's workroom, the cafeteria and the bus garage. It is extremely important that you clock in upon arrival, when going to lunch, when returning from lunch and leaving for the day. If for some reason you forget, please contact the Superintendent's office as soon as possible to record the correct time. Consistent failure to punch in and out may result in unpaid time. Beginning and ending times are set by the Superintendent in conjunction with the employee's supervisor and any variation from these times should be documented and approved in advance. Documentation should then be presented to the payroll clerk.

LUNCH PERIODS

FLSA requires employees to use assigned 30 minutes for lunch. Barring emergencies, employees are not to eat their lunch at their desk. Employees should punch in and out for lunch.

BREAKS

Employees who are eligible for break must limit them to 15 minutes.

IMRF

All classified employees who work a minimum of 600 hours per year shall participate in Illinois Municipal Retirement Fund.

SCHOOL LUNCH AND BREAKFAST

MTHS cafeteria staff provides excellent entrees, salad bar and ala carte items. All employees are expected to pay full adult price for school lunch and breakfast as well as ala carte items as prepared. Please do not go back for refills without paying. Please do not expect the cashier to make exceptions.

HOLIDAYS

All classified staff members shall be granted paid holidays on all legal school holidays if these days fall on a Monday-Friday. Holidays are paid if they fall within the terms of your employment. Example: teacher aids terms of employment would be the first and last day of work and therefore they would not be paid for the 4th of July. The legal school holidays are:

- January 1 – New Year’s Day
- 3rd Monday in January – Martin Luther King’s Birthday
- February – President’s Day
- Good Friday
- Memorial Day
- July 4
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving
- Christmas

In addition, holidays shall be granted on Friday after Thanksgiving, December 24, and December 31. The Board and Administration at their discretion, during an emergency, may cause any one or all custodial and maintenance personnel to work on any of the above days. The Board or Administration may add an additional vacation day or rearrange the order of vacation days to fit calendar circumstances.

All custodial, maintenance, and 12 month secretarial employees shall take vacations/personal time in minimum blocks of time. These vacation/personal times shall be approved by and coordinated with the Administration. Both Christmas and Spring Break may be used for vacation.

JURY DUTY

Proof of Jury Service forms must be given to the Superintendent’s secretary when received by the employee. As with any pre-approved absence, please notify the office as soon as you are aware of the duty. If a person is dismissed early from Jury Duty, they are to return to work even if there is a sub for the entire day.

CELL PHONES

The use of personal cell phones should be restricted to non-working time periods such as lunch or break times. If an employee has an emergency situation that may require immediate response, the employee shall inform their supervisor and receive approval for cellular phone use for a short-time basis.

VACATIONS

Twelve month employees shall be eligible for paid vacation days according to the following schedule:

Length of Employment		Monthly Accumulation	Maximum Vacation Leave Earned Per Year
From:	To:		
Beginning of year 2	End of year 10	.83 days	10 days per year
Beginning of year 11	End of year 20	1.25 Days	15 days per year
Beginning of year 21	End of employment	1.67 Days	20 days per year

INTERNET E-MAIL USAGE

Usage of our equipment is a privilege of your employment. These tools are provided to you to meet our goals. Your computer, all of the software programs, and all information stored thereon is considered District property and may be accessed, copied, altered, or deleted by District authorized persons at any time. Be advised that even information you think is deleted from your machine may still be accessible. Any misuse of our equipment that violates District policies, administrative directives, or laws may result in disciplinary action including dismissal and legal consequences.

Personal use of e-mail or web surfing should be kept at a minimum. All of our employees have specific work assignments and if for some reason an employee has spare time or is caught up on all their work, they should ask other offices/teachers/employees and seek work to help the overall District goals.

WORK ENVIRONMENT

We all work together as a team with specific goals to enhance the educational quality and outcome of our students. Maintaining a safe and clean school, providing nutritional lunches and breakfasts, greeting and attending to the needs of our staff, students and public, providing a safe school bus ride to and from school each day are all important and deserve the best we can give them. Each and every one of us needs to strive to do our best as well as help our fellow employees. If, however, the MTHS supervisor(s) receive complaints regarding job performances, those complaints will be addressed by the supervisor to the employee. If the complaints are founded, and if an employee does not respond by taking corrective actions or is disrespectful to their supervisor, a supervisor has the authority to send the worker home without pay for a period of time designated by the supervisor. If the employee finds this unfair, they should request a meeting with their immediate supervisor and either the Dean, Assistant Principal, Principal or Superintendent (whichever is appropriate).

Failure to follow these guides will be considered insubordination and may result in appropriate disciplinary action.

