

Professional Personnel – Terms and Conditions of Employment and Dismissal

The School Board delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable individual employment contract or collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

School Year

Teachers shall work according to the school calendar adopted by the Board, which shall have a minimum of 176 student attendance days and a minimum of 180 teacher workdays, including teacher institute days. Additionally, five emergency days shall be included for a minimum calendar of 185 days.

Teachers are not required to work on legal school holidays unless the District has followed applicable State law that allows it to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on such days; i.e. the third Monday in January (the Birthday of Dr. Martin Luther King, Jr.); February 12 (the Birthday of President Abraham Lincoln); the first Monday in March (known as Casimir Pulaski's birthday); the second Monday in October (Columbus Day); and November 11 (Veterans' Day).

School Day

All teachers new to the District shall report two days prior to the opening of school for an orientation workshop.

Teachers are required to work the school day adopted by the Board. Teachers employed for at least four hours per day shall receive a duty-free lunch equivalent to the student lunch period, or 30 minutes, whichever is longer.

The District accommodates employees who are nursing mothers and compensates them for reasonable time needed to express breast milk according to provisions in State and federal law.

Experience Credit

New certified employees shall be given full credit for the first ten years of teaching experience. No credit shall be given on the salary schedule beyond ten years provided, however, the Superintendent or designee shall have the discretion to give credit beyond ten years for hard to fill positions.

For purposes of this policy, "teaching experience" shall be interpreted as full-time teaching in a pre-K-12 position in a public school. Part-time, partial year and private school experience shall not be recognized as teaching experience for the purposes of determining credit on the salary schedule.

Salary

Teachers shall be paid according to the salary schedule adopted by the Board, but in no case less than the minimum salary provided by the School Code. Teachers shall be paid on the basis of 24 equal payments (September-August), by direct check deposit to approved financial institutions.

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If a regular pay date during the school term falls on a day when school is not in session, teachers shall receive their checks on the last working day prior thereto. Paydays shall be the 15th and 30th of the month.

Teachers resigning at the end of the school year may receive total payment of salary due the 30th of June by requesting the advance payment in writing prior to June 1.

Payroll Deductions

Payroll deductions shall be made for Federal and State Income Tax, Teachers' Retirement System, Illinois Municipal Retirement Fund, Medicare, Social Security (FICA) and Teachers' Health Insurance Security. Upon the written request of an employee, payroll deductions shall be made for group health insurance, flex plan, savings bonds, United Way Fund, Beyond the Books Educational Foundation, tax-sheltered annuities, TRS 2.2, TRS Optional Service, membership dues in professional associations and unions, and other purposes as may be approved by the Board.

The dues deduction for membership in professional organizations shall be from each regular payroll period for nine months and shall be of an amount equal to the pro rata share of the annual membership dues.

The Board shall remit such deductions to the specified groups.

Assignments and Transfers

The Superintendent or designee is authorized to make teaching, study hall, extra class duty, and extracurricular assignments. In order of priority, except as otherwise provided by law, assignments shall be made based on the District's needs and best interests, employee qualifications, and employee desires.

School Social Worker Services Outside of District Employment

School social workers may not provide services outside their District's employment to any student(s) attending schools in the District. *School social worker* has the meaning stated in 105 ILCS 5/14-1.09a.

Dismissal

The District will follow State law when dismissing a teacher.

Evaluation

The District's teacher evaluation system will be conducted under the plan developed pursuant to State law.

On an annual basis, the Superintendent or designee will provide the Board with a written report, which outlines the results of the District's teacher evaluation system.

LEGAL REF.: 29 U.S.C. §218(d), Pub. L. 117-328, Pump for Nursing Mothers Act.
42 U.S.C. §2000gg *et seq.*, Pub. L. 117-328, Pregnant Workers Fairness Act.
105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22-96, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-

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820 ILCS 260/, Nursing Mothers in the Workplace Act
23 Ill. Admin. Code Parts 50 (Evaluation of Educator Licensed Employees) and 51
(Dismissal of Tenured Teachers).
Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532 (1985).

CROSS REF.: 5.120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest),
5.290 (Employment Termination and Suspensions), 6.20 (School Year Calendar
and Day)