



GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304
FROM THE OFFICE OF HUMAN RESOURCES

TO: Board of Education
FROM: Craig Collins
RE: Policy Change Recommendations
DATE: June 4, 2015

I recommend that the following policies be adopted by the Board of Education:

1. Family & Medical Leave of Absences (FMLA)

Policy 1430.01 Revised - Administration
Policy 3430.01 Revised- Professional Staff
Policy 4430.01 Revised - Support Staff

These policies have been revised to reflect the changes to the FMLA “Designation Notice” requirement that states that the Superintendent will provide to the employee notice stating whether a request for leave has been approved or denied within five business days and whether the notice will be designated as FMLA.

This revision reflects the current state of the law and should be adopted to maintain accurate policies.

2. Physical Examination

Policy 1460 Revised - Administration
Policy 3160 Revised - Professional Staff
Policy 4160 Revised - Support Staff

These policies have been revised to reflect a recent change in state law regarding required physical examinations. These policy revisions should be adopted to have legally compliant policies.

3. Weapons

Policy 1217 New - Administration
Policy 3217 Revised - Professional Staff
Policy 4217 Revised - Support Staff
Policy 5572 Revised - Students
Policy 7217 Revised - Operations

The policy revision draws attention the requirement that certain professional that carry weapons as part of their jobs may be permitted to do so with an agreement between the employer and the District.

4. Receipt of Legal Documents by District Employees
Policy 8325 New

This policy has been drafted to identify the appropriate procedures for processing legal documents received by District employees.