

BOYCEVILLE COMMUNITY SCHOOL DISTRICT

2025-2026 EMPLOYEE HANDBOOK REVISIONS

GENERAL		
<div><div></div> Reorganization of handbook content to include separation of certified and non-certified staff</div> <div><div></div> Updated all handbook policies to correspond with approved Board policies</div> <div><div></div> Updated/Design Front Cover</div>		
ADDITIONS		
PAGE	DESCRIPTION	
5	Emergency Procedures <i>Added section on school closing procedures and emergency contact phone numbers</i>	
8	Definitions	
9	Identify District Compliance Officers <i>Required Notice</i>	
10	Genetic Information Nondiscrimination Act (GINA) <i>Required Notice</i>	
11	Bullying <i>Required Notice</i>	
12	Federal and Labor Standards Act (FLSA) <i>Required Notice</i>	
20	Weapons Prohibition <i>Required Notice</i>	
12	Attendance	
13	Child Abuse & Threats of School Violence Reporting	
	Change of Status (Masters)	
21	Workweek Defined	
21	Direct Deposit	
21	403(b) Investment Programs	
21-22	Mileage & Expense Reimbursements	
24	Cash In-Lieu of Insurance	
25	Vision Insurance	
27	Teacher Overloads	
UPDATES TO GUIDELINES		
PAGE	CURRENT LANGUAGE	PROPOSED LANGUAGE
14-15	Drug, Alcohol, and Tobacco Free Workplace <i>Current handbook guideline does not include “tobacco” language</i>	Updated handbook guidelines to include “tobacco” language per Board policy
20	Grievance Procedures <i>Removed all content for grievance procedures as they were outdated.</i>	Updated handbook guidelines to summarize the purpose of grievance procedures and to direct employees to Board policy.

18	Motor Vehicle Driving Record Check	Updated to include District Approve Drivers and Annual Background Checks
22-23	Unpaid Leaves of Absence (Non-FMLA) <i>Clarified short-term and long-term leave of absence</i> <i>“Short-Term Leave of Absence of Less than 2 Weeks” and “Longer-Term Leave of Absence of more than five (5) days”</i> <u>B. Long-Term Leaves, #2</u>	<i>“Short-Term Leave of Absence of 2 Weeks or Less (10 business days)” and “Long-Term Leave of Absence of more than 2 weeks (10 business days)”</i> Added deadline for notification for subsequent school year planned return to March 1st
27-28	Extended Employment	Updated Pay Rates (See Pay Chart)
29	Unpaid Additional Personal Leave <i>“Professional staff must be employed in the school district for 2 full years prior to the first request for unpaid leave”</i>	Removed
29	Sick Leave Payout <i>Intent to leave on or before June 1</i>	Changed to <i>“Intent to leave on or before April 1”</i>
37	Vacation Leave <i>“Employees hired prior to June 2021 are exempt from this & vacation days will continue to be allocated the following July after the year they were earned”</i>	Removed
30	Emergency Conditions	Added “If students are released early due to inclement weather, administration may request that teachers complete the work day.”
31-32	Performance Reviews	
34	Rest Periods	Added <i>“Employees working more than four (4) hours and up to six (6) hours per day are entitled to one, twenty (20) minute rest period.”</i>
36	Non-Certified Staff Personal Leave Allocation	Updated Personal Leave Allocation for Consistency ☐ 2 Days - School Year Employees (Bus Drivers, Food Service, Custodians, Paraeducators, Transportation Coordinator, and Director of Food Service) ☐ 3 Days – School Secretaries working more than the regular school year ☐ 4 Days – Calendar Year Employees
40	Appendix A - Organization Chart	Changed to “Director of Pupil Services”

	Redesigned Chart “Director of Special Education”	Added “School Psychologist, S&L Pathologist, and Occupational Therapist”
41-42	Appendix B – Co-Curricular Salary Schedule	<p>Added additional contracted positions for consistency:</p> <p>Drama Assistant Elementary Yearbook Advisor Web Page Coordinator C-Squad Volleyball Coach Assistant Cross Country Coach C-Team Boys Basketball Coach C-Team Girls Basketball Coach C-Team Wrestling Coach</p> <p><i>Added language “Per Board Policy 3120.08, there shall be no guarantee or reasonable expectation that a coach/advisor will receive an offer to coach/advise in the same position the following school year.</i></p> <p><i>A school employee who no longer wishes to accept a middle/high school coaching position or non- athletic, extracurricular duty must notify the middle/high school principal or athletic director prior to March 15 of the current school year.</i></p>
43	Appendix C – Staff Calendar	Updated to 2025-2026 Calendar