

# **Henderson, Knox, Mercer, Warren Regional Office of Education**

## ***Employee Handbook***

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## **Welcome & History**

Welcome to the Henderson, Knox, Mercer, Warren Regional Office of Education #33. We are pleased that you have joined the ROE team and welcome you to help continue the success of our ROE.

We are fortunate to have outstanding employees who work as a team and provide for a successful ROE. You have been carefully chosen as a team member because you exhibit the characteristics that will allow us to have continued success.

Sincerely,

Jodi L. Scott,  
Regional Superintendent of Schools

**“Serving our Schools and Communities”**

# ROE POLICIES

## **EQUAL EMPLOYMENT OPPORTUNITY**

Henderson, Knox, Mercer, Warren Regional Office of Education #33 maintains a strong policy of equal employment opportunity. We ensure equal employment opportunity for all employees and applicants for employment. We hire, train, promote, and compensate employees on the basis of personal competence and potential for advancement without regard for race, color, religion, sex, sexual orientation, national origin, age, mental/physical impairments, pregnancy, childbirth, or related medical conditions.

Our equal employment opportunity philosophy applies to all aspects of employment including recruiting, hiring, training, transfer, promotion, job benefits, educational assistance, and social and recreational activities.

## **EMPLOYMENT AT WILL**

It is the policy of the ROE that all employees are "employed at will," and are subject to termination or may leave on their own will at any time, for any reason, with or without notice, and with or without cause. No ROE representative is authorized to modify this policy. Any statements contained in this manual or any other policies, procedures, terms or conditions of employment, may not modify this policy.

## **OPEN DOOR POLICY**

It is our intent to administer all benefits and conditions of employment, such as those outlined in this handbook, in a fair and consistent manner. If at any time an employee doesn't feel this is being done, or has a suggestion or complaint, he/she is encouraged to review the issue with administration. We believe it is important that employees be able to discuss their concerns, suggestions, and opinions with administration.

## **ETHICS**

The employee Code of Ethics and Conduct ("Code") details Regional Office of Education #33's policies for employees. Regional Office of Education #33 is committed to a quality business and reputation that values integrity, respect and truthfulness, and a strong commitment to the highest ethical standards. These principals apply to employee interactions with students, the employers that hire them, coworkers, vendors, government and regulatory agencies and the general public. Regional Office of Education #33 employees must be familiar with this Code and adhere to its guidelines.

This Code is not a comprehensive guide of all ethical issues that employees may face, but merely highlights specific problems. In dealing with ethical problems not detailed in the Code, employees are expected to use common sense and their best moral judgement. If an employee has an ethical question, he/she should contact his/her immediate supervisor or the Regional Superintendent. This policy may be modified or updated at any time. Regional Office of Education #33 welcomes employee suggestions on changes in the Code.

The Regional Office of Education will abide by the State Official and Employees Ethics Act (Public Act 93-615 effective November 19, 2003, and the amendments made to the Act by Public Act 93-617, effective December 9, 2003). The Act, as amended, is a comprehensive revision of State statutes regulating ethical conduct, political activities and the making and acceptance of gifts. All Regional Office of Education #33 employees are subject to this Act.

## **FRAUD/WHISTLEBLOWER POLICY**

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### **Purpose of Policy**

The purpose of this policy is to establish certain principles and expectations for the ROE in order to prevent fraud, to investigate fraud and to provide consequences for engaging in any manner of fraud and to heighten awareness of possible fraud. The ROE will not tolerate fraud or the concealment of fraud. This policy is intended to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

### **Scope of Policy**

This policy applies to any irregularity, suspected or observed, involving any employee of the ROE, vendors, contractors, volunteers, outside agencies doing business with the ROE and any other persons or parties in a position to commit fraud on the ROE. Any investigation required shall be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship with the ROE.

### **Policy**

The Regional Superintendent of Schools is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud includes, but is not limited to, knowingly misrepresenting the truth or concealment of a material fact in order to benefit personally, or to create a benefit for a family member/friend, or to induce another to act to his or her detriment. Each Department Head will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.

Any irregularity that is detected or suspected must be reported immediately to the Regional Superintendent of Schools, and the Regional Superintendent of Schools will coordinate all investigations with the State's Attorney and other affected areas, both internal and external.

### **Actions Constituting Fraud**

Actions constituting fraud include, but are not limited to, the following:

- Falsifying, or unauthorized altering of ROE documents, including but not limited to:
  - Claims for payments or reimbursements – (including but not limited to submitting false claims for travel or overtime).
  - Files (both physical and electronic forms), photographic or audio records, or accounts belonging to the ROE.
  - Checks, bank drafts, or any other financial documents.
  - Maintenance records.
  - Fire, health and safety reports.
- Accepting or offering a bribe, gifts or other favors under circumstances that indicate that the gift or favor was intended to influence an employee's decision making.
- Disclosing to other persons the purchasing/bidding activities engaged in, or contemplated by the ROE in order to give any entity, person or business an unfair advantage in the bid process.
- Causing the ROE to pay excessive prices or fees where justification is not documented.
- Unauthorized destruction, theft, tampering or removal of records, furniture, fixtures or equipment.
- Using the ROE's equipment or work time for any outside private business activity.
- Any dishonest or fraudulent act.
- Impropriety in the handling or reporting of money or financial transactions.

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## **Investigation Responsibilities**

The Regional Superintendent of Schools, in consultation with the State's Attorney, has the primary responsibility for overseeing the investigation of all suspected fraudulent acts as defined in the Policy. If the investigation substantiates that fraudulent activities have occurred, the Regional Superintendent of Schools will issue reports to appropriate designated personnel.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with the State's Attorney and the Regional Superintendent of Schools, as will final decisions on disposition of the case. When an investigation is conducted concerning complaints or charges against an employee, the employee shall be accorded ethical treatment, due process of law, and shall be offered fair and impartial consideration. All ROE employees shall cooperate fully with appropriate authorities who are conducting investigations into employee conduct.

## **Confidentiality**

The Regional Superintendent of Schools treats all information received confidentially. Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know and as may be required by law. This is important in order to avoid damaging the reputations of persons suspected unfairly of such conduct and to protect the ROE from potential civil liability.

## **Authorization for Investigating Suspected Fraud**

The Regional Superintendent of Schools, in consultation with the State's Attorney, will have free and unrestricted access to all ROE records and premises, whether owned or rented; and/or the authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises, in cases of suspected fraud or official misconduct.

## **Reporting Procedures**

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way until the appropriate time.

An employee who discovers or suspects fraudulent activity will contact the Regional Superintendent of Schools immediately. Every effort will be made to keep the employee or other complainant anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the State's Attorney. No information concerning the status of an investigation will be given out. The proper response to any inquiries is "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the forgery," "the misappropriation," or any other specific reference.

The reporting individual should be instructed not to contact the suspected individual in an effort to determine facts or demand restitution, or discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the State's Attorney or the Regional Superintendent of Schools.

## **Termination**

If an investigation results in a recommendation to terminate an individual, the recommendation should be reviewed for approval by the Personnel Committee and the State's Attorney and, if necessary, by outside counsel, before any action is taken. The decision to terminate an employee is made by the elected or appointed official, in consultation with the Regional Superintendent of Schools.

## **Protection of Reporting Person**

No ROE employee shall be dismissed, disciplined, or suffer an adverse personnel action for disclosing information pursuant to the provisions of this policy. Neither the ROE nor the elected or appointed official shall take any adverse action that affects the rights or interests of a person in retaliation for the person's disclosure of information under this policy. The provisions and protections of this policy shall not be applicable when an employee discloses information which the employee either knows, or reasonably should know, is false information.

## **Administration**

The Regional Superintendent of Schools is responsible for the administration, revision, interpretation, and application of this policy.

## **ADVERTISING AND DISTRIBUTING MATERIALS**

No material or literature shall be posted or distributed that would: (1) disrupt the ROE service, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent. No material, literature, or advertisement shall be posted or distributed without advance approval from administration.

## **RESPONSIBILITIES CONCERNING INTERNAL INFORMATION**

Employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student records and personnel records. Internal information is any information, oral or recorded in electronic or paper format, maintained by the ROE or used by the ROE or its employees. The Regional Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

## **PREGNANCY RIGHTS POLICY**

In accordance with the Illinois Human Rights Act (775 ILCS 5/1 et seq.), the ROE will provide reasonable accommodations to employees affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth.

No employee or applicant will be discriminated or retaliated against because of pregnancy or because she requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act.

Employees affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth have the following rights:

- Ask your employer for a reasonable accommodation for your pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover from your pregnancy.

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- Reject an accommodation offered by your employer for your pregnancy that you do not desire.
- Continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job.

It is the employee's responsibility to make the request for an accommodation. If the requested accommodation imposes an undue hardship on the ordinary operation of the ROE, the ROE has the right to deny the requested accommodation. As part of this review process, the ROE may ask the employee to provide the following documentation from the employee's healthcare provider:

- (i) The need or medical justification for the requested accommodation;
- (ii) A description of the reasonable accommodation medically advisable;
- (iii) The date the reasonable accommodation became medically advisable; and
- (iv) The probable duration of the reasonable accommodation.

It is the employee's responsibility to submit to the employer any documentation that is requested in accordance with this section.

If you have any questions regarding this policy, please contact your supervisor.

## **ALCOHOL AND DRUG ABUSE POLICY**

Henderson, Knox, Mercer, Warren Regional Office of Education #33 recognizes the problem of drug and alcohol abuse in society, while also realizing that drug and alcohol dependency and abuse can be treated and controlled. Our ROE strives to provide for the safety and security of its employees. To this end, the purpose of this policy is to provide a work environment that is free of illegal drugs and alcohol abuse.

The ROE has set requirements and has established restrictions on the use, sale and possession of illegal drugs and alcohol; and has identified circumstances for substance abuse testing. These are outlined below:

### **USE, SALE, POSSESSION, DISTRIBUTION AND TRANSPORTATION**

In keeping with the ROE's objective to provide a safe and healthful work environment:

- The use, sale, possession, distribution or transportation of drugs, controlled substances or alcohol while on ROE property is strictly prohibited and may result in discipline up to and including termination of employment.
- Drugs and alcohol may not be bought or consumed on any ROE-owned or leased property (including vehicles) and job-sites. Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or wellbeing of others, must notify a supervisor of such use immediately before starting or resuming work.
- Employees will not be permitted to work while under the influence of alcohol or with a detectable level of prohibited drugs in their systems. Prohibited drugs include both illegal substances, alcohol and prescription drugs that have not been specifically prescribed by a registered physician for specific treatment purposes for the employee. While the ROE has no intention of intruding into the private lives of its employees, we do require all employees to report to work in a condition that allows them to perform their duties and not impair the safety of fellow employees. Individuals who appear to be unfit for work may be subject to a fitness-for-duty examination at a

designated medical facility, shall be subject to random drug and alcohol testing, and shall be subject to discipline up to and including discharge.

- Any employee who is involved with off-the-job illegal drug use, sale, possession, transportation, or distribution may be considered in violation of this policy. In deciding what action to take, the ROE will take into consideration the nature of the charges including arrest, conviction, plea bargains and employee's assignment and record with the ROE. In addition, the ROE will consider any adverse effect the employee's actions may have on its clients, other employees, the public, or the ROE's reputation and image.
- The ROE does not intend to authorize indiscriminate searches of lockers, desks or personal effects on the ROE's property, but we do reserve the right to authorize searches for illegal drugs, alcohol, or contraband.
- Employees in jobs designated as "safety-sensitive" who are undergoing prescribed medical treatment with a controlled substance must report this fact to their supervisor. This information will be handled on a very confidential basis, but it is important for the ROE to know treatment is occurring. A determination will be made if the employee's assignment is temporarily affected; the employee's job will not be jeopardized.

## **SUBSTANCE TESTING**

- ◆ To support the objective of a drug and alcohol free workplace, testing for drugs & chemical substances may be required under the following circumstances:

### **(1) PRE-EMPLOYMENT**

- ◆ Pre-employment drug testing may be a part of the employment process. Upon an offer of employment, a test may be required for all final candidates, and no applicant-testing positive will be employed. This includes all employment and re-employment, whether for temporary, part-time or full-time positions.

### **(2) POST ACCIDENT**

- ◆ After a work-related accident where judgment, coordination or physical or mental ability may have been impaired. Testing is required after a personal injury resulting in medical treatment or lost time or for an employee whose behavior raises a reasonable suspicion of drug or alcohol use (Testing is also required for an employee, who causes injury to another person, and may not have caused injury to themselves). A test will also be required after a vehicle accident as defined by the ROE's administration.

### **(3) REASONABLE CAUSE**

- ◆ Based on reasonable suspicion for conduct or appearances that suggest the use or abuse of controlled substances.

### **(4) PERIODIC OR RANDOM**

On an unannounced and random basis. Random tests may be more frequent for those working in a safety sensitive position, however all positions may be subject to random testing.

## **SUMMARY**

While we hope that the ROE will never have to discuss alcohol abuse or drug problems with any employee, it is only fair that every employee understand the consequences of

violating this policy. Working under the influence of illegal drugs or alcohol, as indicated by test results or other evidence, and violation of other provisions of this policy will result in disciplinary action, up to and including discharge - even for the first offense. In addition, refusal to participate in any part of the program can be considered an act of insubordination and may also lead to disciplinary action, up to and including discharge.

## **HARASSMENT**

It is the policy of Henderson, Knox, Mercer, Warren Regional Office of Education #33 to provide an environment free from harassment of any kind (including sexual harassment) and not tolerate verbal or physical conduct by any employee or individual, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment. Henderson, Knox, Mercer, Warren Regional Office of Education #33 is committed to maintaining a workplace where each employee's privacy and personal dignity are respected and protected from offensive or threatening behavior.

### **Sexual Harassment**

Sexual harassment is defined as any use of one person's power and/or authority over another person to attempt to coerce a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply, or to create a sexually intimidating, hostile or offensive working environment.

Sexual harassment is understood to include a wide range of behaviors, including but not limited to the actual coercing of sexual relations, verbal or physical sexual advances, sexually explicit or derogatory statements, and physical aggressiveness such as touching, pinching or patting. Such behavior may offend the aggrieved party, cause discomfort or humiliation and interfere with job performance.

### **Complaint Procedure:**

1. Any sexual harassment complaint by an employee should be communicated to the employee's supervisor. If the complaint happens to be against the employee's supervisor, the complaint should be communicated to the Regional Superintendent. At the time of notification, the employee will be asked to complete a written complaint noting the details of the alleged incident(s).
2. The Regional Superintendent and/or designee will investigate all sexual harassment complaints. This may include, but is not limited to, interviewing the complaining party, supervisors and any other personnel, as required, to obtain sufficient, factual information upon which to make a determination.
3. If, at the conclusion of the investigation, it is found that sexual harassment, in fact, has occurred, disciplinary action up to and including termination may be imposed.

## **INTERNET/E-MAIL USAGE POLICY**

This policy describes our ROE's guidelines with regard to Internet access and e-mail messages sent or received by ROE employees with use of Henderson, Knox, Mercer, Warren Regional Office of Education #33 computer system. The ROE respects the individual privacy of its employees; however, employee privacy does not extend to the employee's work-related conduct or to the use of ROE provided equipment or supplies. It is preferred that all employees provide consideration and sound judgment when utilizing ROE computer software and hardware. Since technology is a powerful, technically complicated and expensive resource, we must seek to manage its utilization effectively.

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## **Internet Access**

Providing Internet access to its employees requires Henderson, Knox, Mercer, Warren Regional Office of Education #33 to place certain restrictions on workplace use of the Internet. The ROE encourages employee use of the Internet to:

- ◆ Communicate with fellow employees and clients regarding matters within an employee's assigned duties
- ◆ Acquire information related to, or designed to facilitate the performance of regular assigned duties.
- ◆ Facilitate performance of any task or project in a manner approved by an employee's supervisor.

## **Internet Access and its Compliance with Applicable Laws and Licenses**

Employees must comply with all software licenses, copyrights, and all other laws governing intellectual property and online activity. Please be advised that your use of Internet access, provided by the ROE, expressly prohibits the following:

- Game playing.
- Employees should not install or download any software or hardware on ROE equipment without notification/consent of administration.
- Excessive accessing of information not related to one's assigned duties, except during off-duty time.
- Distribution of destructive programs (i.e., viruses and/or self-replicating code).
- Hateful, harassing, or other anti-social behavior.
- Intentional damage or interference with others (i.e. hacking).
- Making, viewing, or sending publicly accessible obscene files.
- Commercial usage for non-ROE.
- Dissemination or printing of copyrighted materials (including articles and software) in violation of copyright laws.
- Sending, receiving, printing or otherwise disseminating proprietary data, trade secrets or other confidential information of Henderson, Knox, Mercer, Warren Regional Office of Education #33 including, but not limited to blogs and social networking sites.
- Subscriptions to mailing lists, bulletin boards, chat groups, and commercial on-line services and other information services must be pre-approved by administration.
- Sending or soliciting offensive or harassing statements, sexually oriented material or images or language, including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.
- Operating, soliciting money for personal gain, or searching for jobs outside the ROE.
- Sending chain letters, gambling or engaging in any other activity in violation of the law.

## **Network Etiquette**

Employees are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Be polite. Do not become abusive in your messages to others.

- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal the personal addresses or telephone numbers of colleagues.
- Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.

### **E-MAIL**

Because the ROE provides the e-mail system to assist you in the performance of your job, please use it only for official ROE business. Incidental and occasional personal use of e-mail is permitted by the ROE, but these will be treated the same as all other messages noted in this policy.

### **PASSWORD AND ENCRYPTION KEY SECURITY AND INTEGRITY**

Employees are prohibited from the unauthorized use of the passwords and encryption keys of other employees to gain access to the other employee's e-mail messages and computer access.

### **VIRUS DETECTION**

All material downloaded from the Internet or from computers or networks MUST be scanned for viruses and other destructive programs before being placed onto the ROE's computer system. Each employee's computer has access to a ROE approved Anti-Virus program and each ROE location employees are responsible for downloading new virus updates when they become available as a virus deterrent mechanism. If an employee finds evidence of a virus, he or she should notify the sender of the e-mail, contact his supervisor immediately, and notify the systems/applications supervisor for verification and dissemination. If an employee should receive an e-mail warning of viruses, this warning should be forwarded to administration for verification and dissemination.

### **ADMINISTRATION'S RIGHT TO ACCESS INFORMATION**

The e-mail system has been installed by Henderson, Knox, Mercer, Warren Regional Office of Education #33 to facilitate ROE communication. Although each employee has an individual password to access this system, it belongs to the ROE and the contents of e-mail communications are accessible at all times by administration for any ROE purpose. These systems may be subject to periodic unannounced inspections without regard to content, and should be treated like other shared filing systems. You should not use e-mail to transmit any messages you would not want read by a third party. All system passwords and encryption keys must be available to administration, and your passwords or encryption keys must be available to your supervisor.

### **VIOLATION OF INTERNET ACCEPTABLE USE POLICY**

Violation of this policy may include disciplinary action leading up to termination. The measure of discipline will correspond to the gravity of the offense as weighed by its potential effect on the ROE and fellow employees.

## **WAIVER OF PRIVACY**

The ROE has the right, but not the duty, to examine all aspects of its computer system, including, but not limited to: sites employees visit on the Internet; material downloaded or uploaded by employees; e-mail sent and received by employees. Employees waive any right to privacy in anything they create, store, send, or receive on the computer or the Internet.

## **EMPLOYMENT BACKGROUND SCREENING**

It is the policy of Henderson, Knox, Mercer, Warren Regional Office of Education #33 to conduct pre-employment screening and credentials verification on applicants who are offered and accept an offer of employment. Employment background screens are conducted to ensure that individuals who join our ROE are qualified for the position as well as to ensure that our ROE maintains a safe and productive work environment free of any form of violence, harassment or misconduct.

An offer of employment is contingent upon the ROE's receipt of a pre-employment background screening investigation that is acceptable to our organization. Any applicant who refuses to sign the Authorization and Disclosure Form will not be eligible for employment.

All screenings are conducted in conformity with the Federal Fair Credit Reporting Act (FCRA), the Americans with Disabilities Act (ADA), and state and federal anti-discrimination and privacy laws. All reports will be kept confidential and viewed only by individuals of our ROE who have direct responsibility in the hiring process. In accordance with the Fair Credit Reporting Act, all background screens are conducted only after the applicant has received and signed an Authorization and Disclosure Form and Summary of Rights.

Our ROE reserves the right to conduct a background screen any time after the employee has been hired to determine eligibility for promotion, re-assignment, or retention in the same manner as described above.

Background checks may include verification of information provided on the application for employment, the applicant's resume, or on other forms used in the hiring process. Information to be verified includes, but is not limited to, Social Security Number, previous addresses, education, and employment background. The background check may also include a criminal record check. A criminal conviction does not automatically bar an applicant from employment. If a conviction is discovered, Henderson, Knox, Mercer, Warren Regional Office of Education #33 will review the conviction in accordance with the ROE's intent to provide a safe and profitable workplace. Before the employment decision is made, a determination will be made whether the conviction is related to the position for which the individual is applying, or would present safety or security risks, taking into account the nature and gravity of the act, the nature of the position, and age of the conviction.

In addition, a driving record and credit report check may be completed on applicants for particular job categories if appropriate and job-related.

Our ROE relies upon the accuracy of information contained in the employment application as well as the accuracy of other data presented throughout the hiring process and employment, including interviews. Any misrepresentations, falsifications, or material omissions in any of the information or data, no matter when discovered, may result in the firm's exclusion of the

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individual from further consideration for employment or, if the person has been hired, termination of employment.

## **SMOKING**

In keeping with Henderson, Knox, Mercer, Warren Regional Office of Education #33's intent to provide a safe and healthful work environment and in compliance with the Smoke-Free Illinois Act, smoking and vaping is *prohibited* in all buildings, vehicles used for ROE purposes, and any ROE property. Further, the use of tobacco is prohibited on ROE property by any employee, student, or other person when such property is being used for any ROE purposes. "ROE purposes" include but are not limited to all events or activities or other use of ROE property that the Board or officials authorize or permit on ROE property. "Tobacco" shall mean cigarette, cigar, electronic cigarette, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

*This policy applies equally to all employees, customers, and visitors.*

## **CUSTOMER RELATIONS AND TELEPHONE CALLS**

It is extremely important that our phones be kept clear for business calls. First impressions are very important and when answering the phone employees shall greet the caller with "Good Morning or Good Afternoon, Regional Office of Education, John/Jane Doe speaking." Employees who answer the phone should do so promptly and in a businesslike manner.

## **CELLULAR PHONE POLICY**

This policy outlines the use of personal cell phones at work, the personal use of business cell phones and the safe use of cell phones by employees while driving. This policy applies to phone calls, text messaging, pictures, etc.

### **Personal Cellular Phones**

Excessive personal calls during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are therefore asked to make any other personal calls on non-work time where possible and to ensure that friends and family members are aware of the ROE's policy. Flexibility will be provided in circumstances demanding immediate attention.

The ROE will not be liable for the loss of personal cellular phones brought into the workplace.

### **Safety Issues for Cellular Phone Use**

Employees whose job responsibilities include regular or occasional driving and who utilize a cell phone for ROE business or personal use are expected to abide by Illinois driving laws regarding cell phone while driving. Safety must come before all other concerns. It is illegal for drivers of vehicles to use a hand-held mobile device to talk or text while driving. Texting means manually entering alphanumeric text into, or reading text from, an electronic device. This includes, but is not limited to, short message service, e-mailing, instant messaging, a command or request to access a Web page, or pressing more than a single button to initiate or terminate a voice communication using a mobile phone. If the employee chooses to access his or her cell phone using a voice-activated or

one-button touch feature, special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. (Violations of this policy will be subject to discipline up to and including termination.)

### **APPEARANCE**

We are a professional organization. Therefore, our image should be reflected in dress and manner. Good grooming and tasteful attire is essential. Styles, appearance, habits or other practices that are distracting or offensive to others should be avoided. Pins, buttons and decals of political, lewd or inflammatory nature should not be worn.

### **GIFTS AND GRATUITIES**

While the intention should be warmly and gratefully acknowledged, acceptance of money, gifts, or similar tokens of thanks from vendors or customers for services rendered or merchandise purchased is prohibited by Henderson, Knox, Mercer, Warren Regional Office of Education #33. All samples, gifts, spiffs, purchases resulting in free goods or similar tokens received by or on behalf of Henderson, Knox, Mercer, Warren Regional Office of Education #33 are the property of Henderson, Knox, Mercer, Warren Regional Office of Education #33 all items shall be turned into the Regional Superintendent.

### **MEAL PERIODS**

Employees scheduled to work more than seven and one-half hours in a day are provided with a meal period. Supervisors will schedule meal periods to accommodate operating requirements. Employees must take their ½ hour for exempt employees and 1 hour for non-exempt employees, meal period. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. Meal periods should be alternated among staff in order to have no lapse in services.

### **OUTSIDE EMPLOYMENT & EMPLOYEE PERSONAL PROJECTS**

The purpose of this policy is to protect the ROE and fellow employees. Employees shall not undertake other employment in the same trade, industry, or any business activity that would interfere with their regular work. While you may do as you please outside of normal working hours to augment your income, outside employment shall not be considered an excuse for poor job performance, absenteeism, tardiness, or refusal to work overtime.

Additionally, it protects employees from often, unwanted solicitations from cousins, friends, and neighbors. The ROE forbids an employee from performing any work of the same nature as ours in our market area for any other individual ROE or for themselves. Violation of this offense shall be a reason for immediate termination of employment.

It will not be considered outside employment if the employee is working for himself personally or his immediate family (employee or spouse's mother or father, brother or sister, son or daughter) and is doing so with the knowledge and cooperation of administration.

## **VISITORS/ ADMISSION TO FACILITIES**

All visitors must enter through the main office, and must receive permission from office administration to enter premises.

Employees shall enter the office only when they are there on ROE business. At other times, they must obtain permission from Regional Superintendent (No other friends, visitors, or family shall be allowed without administration permission). Regional Superintendent reserves the right to inspect all packages and containers entering or leaving the facilities.

## **ACCIDENT REPORTING**

This policy shall apply to accidents and injuries. Employees must report to their supervisor immediately following any accident or injury. Employees must complete an injury report and maintain regular communication with the administration in regards to recovery from an accident including follow-up from doctor visits. Employees involved in a work-related, equipment or automobile accident shall be subject to alcohol/drug testing as specified in our ROE alcohol/drug testing program.

# Employment Status

## **EMPLOYEE STATUS**

### **FULL-TIME EMPLOYEE**

An employee is classified as a full-time employee if hired to work year round (12 months) and/or works at least 200 or more days per year. Full-time employees are eligible for certain organization benefits.

### **PART-TIME EMPLOYEE**

An employee is classified as a part-time employee if hired to work less than 200 days per year. Part-time employees are not eligible for organization benefits including health insurance.

### **TEMPORARY EMPLOYEE**

You are considered to be a temporary employee when you have been hired during periods of a heavy workload or for particular jobs. Temporary employees are not eligible for organization benefits.

## **WORK SCHEDULES**

Work schedules for employees vary throughout our ROE. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands necessitate variations in starting and ending times, variations in scheduled shifts, as well as variations in the work hours that may be scheduled each day and week. All employees are expected to work when necessary to meet organization needs.

## **REPORTING ABSENCES & ATTENDANCE**

To maintain a productive work environment, we expect employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the ROE. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they are required to notify their immediate supervisor at least one hour before they are scheduled to work, or earlier if possible.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment. Absence of three working days without reporting will be considered a voluntary resignation.

## **EMPLOYMENT RECORD/ EMPLOYEE STATUS CHANGES**

Any changes in name, address, phone numbers, marital status, and persons to be contacted in case of an emergency need to be turned into the Human Resources as soon as possible in order to keep your records current.

# COMPENSATION POLICIES

## **PAYROLL PERIOD/TIMESHEETS/PAY DAY**

All employees are paid semi-monthly on the 15<sup>th</sup> and 30<sup>th</sup> of each month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. The work week is Monday through Sunday. If pay day falls on the weekend or a holiday, pay will be deposited on the workday prior to the weekend or holiday.

Employee's payroll earnings will be deposited directly into their checking or savings account as designated on the direct deposit form. Please note that the ROE deposits payroll earnings to our main bank, which is then deposited to employee's individual bank and then to the employee's account based on the schedule for posting at each local banking facility.

Accurately recording time worked is the responsibility of every non-exempt employee (Exempt employees will complete time summaries for grant/audit purposes only). When time and events must be entered on timesheets, they are to be entered at the exact time the event occurs, and not entered at the end of the workday or the following morning. Time is calculated using fifteen-minute intervals for payroll purposes. (For example, if an employee is scheduled to work at 8:00a.m. and arrives at 7:45a.m. it would be rounded forward to 8:00. In addition, if an employee is scheduled to work at 8:00a.m. and arrives at 8:15a.m. it would be rounded backward to 8:00a.m.) Employees should make every effort to arrive by the appointed time, constant tardiness will not be tolerated. Time worked is all the time actually spent on the job performing assigned duties. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment. Both the supervisor and the employee can be held responsible for any of these dishonest actions and may result in criminal prosecution.

The employee shall review and sign the time sheet and then the supervisor will review and initial the time sheet before submitting it to payroll for processing. In addition, if the employee makes corrections or modifications to the time record, the supervisor must verify the accuracy of the changes by initialing the time record.

## **OVERTIME**

Employees are not to work any overtime unless pre-approved by the Regional Superintendent. Only when needs cannot be met during regular working hours, will the Regional Superintendent schedule additional hours. When possible, advance notification of overtime will be provided.

Overtime compensation is paid to all non-exempt employees in accordance with the following schedule:

- **One and one-half times regular pay for all hours worked over 40 in a workweek**

As required by law, overtime pay is based only on actual hours worked. Time off with pay, vacation, personal time, and holidays will not be considered hours worked for purposes of determining overtime calculations.

## **PAYROLL DEDUCTIONS**

There are payroll deductions that are required by Federal & State regulation including Federal & State Income Tax, Social Security Tax, Medicare Taxes and Garnishments/Wage attachments. Also, in qualifying positions, IMRF and/or TRS must be withheld. Additionally, there may be withholdings authorized by each employee for specific employee benefits including medical insurance, retirement plan contributions, etc. These withholdings will be included on each employee's pay-stub.

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## **BUSINESS TRAVEL EXPENSES**

Employees will not be compensated for travel time from home to work. The employee will be compensated for travel time from the office to the job site(s) and return. An employee must receive advance approval for any business travel.

Employee should contact Regional Superintendent for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other travel issues. Abuse of this policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action.

# Benefits

## **HOLIDAYS**

All full-time twelve (12) month employees will receive 17 paid holidays with the holiday schedule being determined annually by the Regional Superintendent. Other employees do not receive paid holidays and shall work their regular scheduled days, with the holiday schedule being based on the school system that constitutes their primary assignment.

## **VACATION**

All full-time twelve (12) month employees shall receive vacation days based on years of service. The following schedule applies:

<u>Length of continuous service</u>	<u>Paid Vacation</u>
First (1) Year	Five (5) working days
After Two (2) Years	Ten (10) working days
After Eight (8) Years	Fifteen (15) working days
After Twelve (12) Years or more	Twenty (20) working days

Vacation is not to be taken in more than two consecutive weeks, without approval. All vacation time must be pre-approved using the Absence Request Form (Appendix N). An employee may not carry forward any vacation time. Employees will not be compensated for unused vacation days. (See Absence Request Form – Appendix N)

## **SICK LEAVE/ PERSONAL LEAVE/ BEREAVEMENT LEAVE**

The ROE provides protection for all full-time employees against loss of income due to illness with a sick leave program. Full-time year-round employees are entitled to fourteen (14) sick days per fiscal year. Employees working 200 days or more per year shall earn pro-rated sick leave up to nine (9) sick days per fiscal year. Sick days can accumulate to 340 days total for TRS employees and 240 days for IMRF employees. Unused sick leave days can be applied to retirement credit for employees who are vested under the TRS or IMRF systems.

Upon resignation or dismissal, the ROE will not pay for unused sick time.

Guidelines for use of sick days are as follows:

- a. Benefits are paid only for approved absences and for times the employees would normally be scheduled to work.
- b. “Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for an adoption. Immediate family shall include parents, spouse, domestic partner, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, stepparent, and legal guardians.” (105 ILCS 5/24-6 & 820 ILCS 191/10)
- c. To be eligible, an employee must notify his/her immediate supervisor at the start of work for each day of absence. For more than three (3) consecutive days of absence, a physician’s note will be required. Daily notification may be waived in the event of confinement, noted in a physician’s statement.
- d. Permanent part-time employees do not receive paid sick leave but must still contact supervisor at start of work day.
- e. It is preferred that sick time is used in half-day or whole-day increments.
- f. If an employee has used all of their sick days they may request a leave of absence without pay.

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- g. Employees who are injured on the job do not receive sick leave payments after worker's compensation insurance payments begin.
- h. An employee may use their sick leave to recuperate from their own illness or to care for an immediate family member (spouse, parent, or child) who is ill or death in the immediate family.
- i. In the event of extended illness for employees who purchase individual or family insurance, the employee may continue to pay premiums for up to 12 weeks or for the duration of paid leave, whichever is longer.
- j. Two of the sick leave days may be used for personal business.

(See Absence Request Form – Appendix N)

### **CHILD BEREAVEMENT LEAVE ACT POLICY**

The Child Bereavement Leave Act (CBLA) states that employers with 50 or more employees must provide covered employees with up to 2 weeks (10 work days) of unpaid leave for the death of a child.

Child, for purposes of this policy, will mean an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

### **Eligibility**

CBLA falls under the same standards as FMLA. Therefore, an employee must meet the same eligibility requirements listed in the ROE's FMLA Policy in order to be eligible to take leave under the CBLA.

Child bereavement leave may not be taken in addition to unpaid leave permitted under FMLA, and may not exceed unpaid leave time allowed under FMLA.

### **Type of the Leave Covered**

These 2 weeks (10 work days) of CBLA leave can be used for the following:

- Attend the funeral or alternative to a funeral of a child;
- Make arrangements necessitated by the death of the child; or
- Grieve the death of the child.

### **Procedure for Requesting Leave**

Employees must provide 48-hour notice of their intention to take leave under CBLA, unless it is not reasonable and practicable. Leave under CBLA must be taken within 60 days after the employee receives notice of the death of a child. If an employee loses more than one child in any 12-month period, they are entitled to take up to six weeks of unpaid bereavement leave in that 12-month period.

### **Certification of the Leave**

An employer may require reasonable documentation. Documentation may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

## **Use of Paid and Unpaid Leave**

Employees can elect to substitute paid leave for unpaid leave under the CBLA. But, unlike under FMLA, the ROE may not require employees to do so.

## **HEALTH INSURANCE**

We provide a group health insurance plan for eligible full-time employees. Additionally, the ROE may pay a portion of health insurance premiums for each eligible employee. For health insurance purposes only, a full-time employee is classified as an employee who is regularly scheduled to work a minimum of thirty (30) hours per week and who is active on payroll. Employees may purchase dependent coverage. **See official plan documents or Insurance administrator for complete details.**

## **LIFE INSURANCE**

We provide Life Insurance for eligible full-time employees. **See official plan documents or Insurance administrator for complete details.**

## **RETIREMENT**

Retirement plans for all eligible employees are established based on position as determined by Illinois Municipal Retirement Fund (IMRF) for non-certified positions and the Illinois Teacher's Retirement System (TRS) for licensed positions. **Please see Summary Plan Description for details.**

## **COBRA INSURANCE**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their dependents (qualified beneficiaries) the opportunity to continue health insurance coverage under our health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; or a dependent child who no longer meets eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage of the group rates plus administration fee.

We provide each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the health insurance plan. The notice contains important information about the employee's rights and obligations.

It is the employee's responsibility to inform the Plan Administrator of the following events for eligibility purposes:

- The participant becomes entitlement to Medicare benefits
- The participant and spouse become divorced
- The participant and spouse become legally separated
- A participant's child ceases to be a depend under the plan

## **FLEXIBLE SPENDING ACCOUNTS (SECTION 125)**

Employees can save tax dollars by enrolling in this multi-option plan. This account allows employees to withhold pre-tax dollars from their paycheck to pay:

- Group Health Insurance Premiums

The benefits eligibility date must have been reached for this benefit to become effective.

Elections may only be changed during the annual election period, which is from November to December of each year. Allowable expenses include only those that were incurred during the plan year. Expenses may be submitted up to 60 days following the end of the plan year.

Contributions not used will be forfeited in accordance with federal law.

## **JURY DUTY**

We recognize and encourage civic participation by employees including serving when called for jury duty. You are expected to inform your supervisor when you receive your notice for jury duty. When an employee is required to serve, we will pay the difference between jury pay and the employee's scheduled hours up to 40 hours per week at regular rate of pay, limited to two weeks maximum per year. Employees on jury duty will be expected to turn in a voucher and work as much of their regularly scheduled shift and days as their jury duty schedule permits.

## **LEAVE OF ABSENCE**

Administration shall have discretion in deciding whether to approve all leaves of absence. A leave of absence shall be determined as any leave, which does not involve paid time off. You should give prompt, written notice of leave of absence, the dates, and expected date of return to administration for approval. If medical related, it should additionally include a doctor's notice stating the nature of the leave. The amount of leave taken must be reduced by the amount of vacation and personal time accrued. To maintain insurance coverage, make arrangements with our Regional Superintendent prior to leaving.

When you are able to return to work, you should give at least one week's notice by presenting a written request to Regional Superintendent. We will make reasonable efforts to return you to the same or similar job you held prior to your leave, subject to business requirements that may exist. Failure to report back to work at the expiration of any leave granted shall be considered a voluntary resignation.

## **UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)**

Any employee, other than temporary and seasonal employees, who leaves active employment for the purpose of being inducted, entering, determining physical fitness to enter, or performing training duty in the Armed Forces or Coast Guard, either by enlistment, draft or recall, will be granted a leave of absence.

**Reemployment Rights:** You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- You ensure that your employer receives advance written or verbal notice of your service;
- You have five years or less of cumulative service in the uniformed services while with that particular employer;
- You return to work or apply for reemployment in a timely manner after conclusion of service; and
- You have not been separated from service with a disqualifying discharge or under other than honorable conditions.

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Upon the expiration of such leave of absence, each employee will be restored to his/her former job classification or to a position of like seniority, status and pay; unless, circumstances of the ROE have so changed as to make it impossible or unreasonable to do so.

### **MILITARY LEAVE**

Any employee, other than temporary and seasonal employees, who leaves active employment for the purpose of being inducted, entering, determining physical fitness to enter, or performing training duty in the Armed Forces or Coast Guard, either by enlistment, draft or recall, will be granted a leave of absence.

Upon the expiration of such leave of absence, each employee will be restored to his/her former job classification or to a position of like seniority, status and pay; unless, circumstances of the ROE have so changed as to make it impossible or unreasonable to do so.

### **PERFORMANCE EVALUATION**

At periodic intervals, performance reviews are conducted. Evaluation and discussion on feedback will not always be in written form as administration considers informal verbal feedback equally important as written feedback. The purpose of the evaluation is to determine the effectiveness of each employee in his/her position in terms of the applicable job description.

Factors to be considered in such evaluations include attitude, dependability, punctuality and attendance, appearance/grooming, quality of work, along with overall rating and recommendations for improvement. The results of performance reviews will be discussed with each employee in confidence.

### **FAMILY & MEDICAL LEAVE OF ABSENCE POLICY**

#### **General Provisions:**

It is the policy of this ROE to grant up to 12 weeks of family and medical leave during a 12 month rolling year to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA).

#### **Eligibility:**

In order to qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for the ROE for 12 months.
2. The employee must have worked at least 1,250 hours during the twelve-month period immediately before the date when the leave is requested to commence.
3. The employee must work in an office or worksite where 50 or more employees are employed by the ROE within 75 miles of that office or worksite.

#### **Type of the Leave Covered:**

In order to qualify as FMLA leave under this policy, the employee must be taking the leave for one of the reasons listed below:

1. the birth of a child and in order to care for that child;
2. the placement of a child for adoption or foster care, and to care for the newly placed child;
3. to care for a spouse, child, or parent with a serious health condition;
4. the serious health condition of the employee.

5. A qualifying exigency arising out of a spouse, son, daughter, or parent on active duty or who has been notified of an impending call to active duty status, in support of a contingency operation
6. to care for a spouse, son, daughter, parent, or next of kin of a servicemember who has incurred a serious injury or illness in the line of duty while on active duty

**Service Member Family and Medical Leave:**

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember who is recovering from a serious injury or illness sustained in the line of duty is entitled to up to a combined total of 26 weeks of leave in a single 12-month period to care for the servicemember. This leave is available during a single 12-month period during which the employee is entitled to a combined total of 26 weeks of all qualifying FMLA leaves.

**Employee Status After Leave:**

An employee who takes leave under this policy will normally be able to return to the same position, or an equivalent position if the previous position is no longer available.

The ROE may choose to exempt certain key employees from leave. If an employee falls within this “key employee” exception, he/she will be notified after requesting, and before taking leave.

**Use of Paid and Unpaid Leave:**

An employee must apply earned vacation time and personal time toward the 12-week period allowed for an approved leave of absence pursuant to this policy. There is no other compensation paid by the ROE other than the payment for earned vacation and personal time noted above during a leave of absence. During the period of any unpaid leave of absence under this policy, an employee must arrange to pay the premium contributions for continuation of his or her group health insurance coverage, if applicable.

**Certification of the Serious Health Condition:**

The ROE requires medical certification of serious health conditions. The employee must respond to such a request within 15 days of the request. Failure to provide certification will result in denial of leave. Medical certification is provided by using the Medical Certification Form if it is the employee’s own serious health condition.

If leave is requested to care for a family member with a serious health condition, the medical certification must include an estimate of the amount of time the employee will be needed to care for the family member.

**Procedure for Requesting Leave:**

When an employee plans to take leave under this policy which is foreseeable (such as the birth, adoption or placement of a child or a planned medical treatment), notice must be in writing to the employee’s supervisor. If it is not possible to give 30 days notice, the employee must give as much notice as is practicable. An employee who is to undergo planned medical treatment is required to make a reasonable effort to schedule the treatment in order to minimize disruptions to the ROE’s operations.

**VICTIMS’ ECONOMIC SECURITY AND SAFETY ACT**

In accordance with the Victims’ Economic Security and Safety Act, the ROE will provide to their employees, unpaid leave up to 12 weeks per rolling year for an employee who is a victim of

domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. Unpaid leave from work may be taken to address domestic or sexual violence by:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
2. Obtaining services from a victim services organization for the employee or the employee's family or household member;
3. Obtaining psychological or other counseling for the employee or the employee's family or household member;
4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

\* "Family or house hold member" is defined as a spouse, parent, son, daughter, and persons jointly residing in the same household.

This act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993.

#### **Application for Leave/Notice by Employee**

Any employee who desires a leave of absence pursuant to this policy must complete, sign, and submit an application for leave of absence to his or her immediate supervisor. The employee shall provide the employer with at least 48 hours notice in advance of the employee's intention to take the leave unless providing such notice is not practicable.

#### **Certification Procedure**

Every application for Leave of Absence pursuant to this policy must include certification that: (1) the employee or the employee's family or household member is a victim of domestic or sexual violence; and (2) the leave is for one of the purposes in the above paragraph. An employee may satisfy the certification requirement by providing: (1) documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence; (2) a police or court record; or (3) other corroborating evidence. The documentation must be submitted in a timely manner. It is the responsibility of the employee to submit the written documentation and it shall be attached to the application for leave of absence.

#### **Conditions of Victims' Economic Security and Safety Act**

The following conditions apply to a leave of absence pursuant to this policy:

1. In its discretion, the ROE may require an employee taking approved leave of absence to periodically report on his or her status and intention to return to work.

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2. An employee taking leave of absence may not engage in other work or employment during the leave of absence. If an employee engages in other work or employment during the leave of absence, the employee will be considered to have violated the terms of the leave of absence, and to have voluntarily terminated his or her employment with the ROE.
3. If an employee is granted a leave of absence on an intermittent basis or on a reduced schedule basis, the ROE may require the employee to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part-time schedule.
4. If at the time of applying for a leave of absence or during the leave of absence the employee intends not to return to work or decides not to return to work after the completion of the leave of absence, the employee will be liable and required to reimburse the ROE for the cost of payments made to maintain the employee's benefits during the leave of absence.

#### **Compensation and Benefits during VESSA**

An employee may apply earned vacation time and personal time toward the 12-week period allowed for any approved leave of absence pursuant to this policy. There is no other compensation paid by the ROE other than the payment for earned vacation and personal time noted above during a leave of absence.

## **GENERAL RULES OF CONDUCT**

To assure orderly operations and provide the best possible work environment, we expect employees to follow rules of conduct, performance, and attendance. This will protect the interests of all employees and the ROE.

For the guidance of all employees, listed below are some Rules of Conduct, Performance and Attendance. Violation of any of these rules may result in disciplinary action, including discharge, at the ROE's discretion. This list is by way of illustration only and should not be deemed to limit the ROE's right to discipline or discharge for other reasons not specifically listed.

The following acts are prohibited and constitute violations of ROE Rules of Conduct.

1. Possession of any dangerous weapon or explosive while on ROE property.
2. Reporting to work under the influence of, or introducing, possessing, or using on ROE property, any intoxicating or controlled substance (including drug paraphernalia) not prescribed by a licensed physician. Employees with prescription drugs, which could impair motor function, must advise their supervisors when first reporting for work after receiving such a prescription.
3. Fighting with, threatening, intimidating, coercing, physically abusing or interfering with another employee or persons doing business with ROE.
4. Taking or receiving, without authorization, goods, materials, equipment or property belonging to the ROE, employees, or persons doing business with the ROE.
5. Practicing or promoting discrimination against or harassment of another employee or group of employees on the basis of race, color, national origin, sex, age, religion, or handicap.
6. Willful destruction of property, including but not limited to falsification of report(s); employment application; tallies; data; time card(s); commission of deliberate error; concealment of such acts committed by employee or others.
7. Insubordination (refusal to carry out supervisor's instructions). Using profane or abusive language or displaying the abusive conduct toward an employee or person.
8. Participation or instigation of horseplay, scuffling, pranks, and/or otherwise creating a disturbance in the workplace.
9. Committing any felony or misdemeanor crimes as prohibited by federal, state, or local laws or failure to report unlawful conduct.
10. Transaction of personal business, including telephone calls, during working hours (excluding breaks and lunch) without consent of a supervisor.
11. Use of seatbelt is required while riding in or operating a ROE vehicle on public roads.
12. Failure to perform job as expected and reviewed with administration.
13. Negligent work performance, concealment or failure to report errors, which may result in economic damage or adverse conditions.
14. Sleeping during working time.
15. Failure to report an accident or injury to the appropriate supervisor.
16. Excessive employee absenteeism or tardiness or failure to notify of absence or tardiness within an hour of the scheduled work time.
17. Leaving ROE premises during working hours without supervisor permission. Unauthorized entrance on ROE property during non-working hours.
18. Working in an unsafe manner or violating ROE safety policies and procedures.

**ACKNOWLEDGEMENT, AGREEMENT  
AND RECEIPT OF EMPLOYEE HANDBOOK**

The undersigned hereby acknowledges receipt of a copy of the Henderson, Knox, Mercer, Warren Regional Office of Education #33 Employee Handbook. The undersigned hereby acknowledges and agrees that nothing contained in the employees' handbook including policies, practices, and benefits stated herein are intended to create any contractual right, express or implied, to employment or to any particular term or condition of employment. We retain the right to revise, amend this handbook, or terminate any policy unilaterally without notice at any time, and the employee's continued employment will be deemed acceptance of such revisions and modifications.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

(This acknowledgement and agreement will be retained in the employee's personnel file).