

Iroquois - Kankakee



Regional Office of Education

Employee Handbook

Revised July 2013

TABLE OF CONTENTS

BENEFITS	3
Health Insurance	3
Consolidated Omnibus Budget Reconciliation Act (COBRA)	3
Dental Insurance	3
Illinois Municipal Retirement Fund (IMRF)	3
Flexible Spending	5
Deferred Compensation	5
Credit Union	6
American Family Life Assurance Company (AFLAC)	6
Vacation	7
Holiday Pay	8
Sick Leave	9
Excessive Time in Extended Illness Bank	11
Personal Leave	11
Bereavement Pay	12
Leave of Absence (including FMLA)	12
Tuition Aid	15
Employee Assistance Program	15
Unemployment Benefits	16
Workers' Compensation	16
COMPENSATION.....	17
Payroll	17
Overtime/Compensatory Time	17
ELECTRONIC ACCESS.....	19
Acceptable Use Policy	19
Use of I-KAN Computers	19
EMPLOYMENT.....	20
Employee Status	20
Employment At-Will	20
Equal Employment	20
Drug Free Workplace	21
Hiring Procedures.....	22
Nepotism and Hiring.....	22
Probationary Period.....	23
Residency Requirement	23
Inspection of Personnel Records	23
OPERATIONS	25
Anti Harassment.....	25
Attendance Policy.....	25
No Report of Absence	27
Tardiness.....	27
Hazardous Weather Day	28
Jury Duty/Court Appearances	28
Hours of Work	29
Six Day Law	29

Extra Duty Pay	30
Reimbursed Business Expenses.....	30
Revenues/Expenditures	31
Code of Employer-Employee Relations	32
Conduct/General Rules	33
Confidentiality of Records	34
Conflict of Interest	36
Dress Code	36
Gift Ban Policy.....	36
Performance Appraisals.....	38
Use of Telephones	38
Work Related Injuries and Illness.....	39
Smoking	39
Grievance Procedure	39
SEPARATION	45
Retirement.....	45
Separation Other Than For Retirement.....	45
Resignation	46
Reduction In Work Force.....	46

BENEFITS

Health Insurance

The county offers a medical benefit package for employees and their dependents that meet eligibility requirements. Also included in the health insurance plan is a term life insurance policy for the employee in the amount of \$10,000.

Eligibility

All full-time employees and elected officials.

Waiting Period

- Four full pay periods (unless paid monthly, then two full pay periods).
- Employees must enroll within 30 days from their first day of employment.
- Employees may also enroll at time of open enrollment.

Cost

The cost will vary from year to year with the specifics of employee/employer responsibilities defined in the employee's annual work agreement. Please see the Office Manager or Employee Benefits Coordinator for current rates.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

COBRA is the temporary extension of health coverage at group rates when coverage under the plans would otherwise end. Human Resources can provide more information regarding these rights. Upon request, the Regional Office of Education will provide written notice to employees or covered family members which describe rights under COBRA.

Dental Insurance

Employees may enroll in a dental insurance program which offers both preventive and diagnostic care.

Eligibility

All full-time and permanent part-time employees.

Waiting Period

Four full pay periods.

Cost

Premiums paid by the employee. Rates will vary on a yearly basis. See the Office Manager or County Employee Benefits Coordinator for information of

Illinois Municipal Retirement Fund (IMRF)

IMRF offers disability insurance, life insurance and pension plan.

Eligibility

Full-time employees are automatically enrolled in IMRF. Part-time employees must work a minimum of 1,000 hours to be eligible to join.

Waiting Period

None for employees who meet the eligibility requirements.

Cost

4.5 percent of an employee's salary

IMRF Retirement Benefits**Eligibility**

To be eligible for an IMRF retirement pension you must meet the following criteria:

- Age - you must be at least 55 years of age
- Service - you must have at least 8 years of service
- Employment Status - you must not be working in any position qualifying for IMRF coverage.

There is a reduction of pension for members under the age of 60. The reduction does not apply if you have 35 or more years of service. Pension is calculated based upon your length of service and average monthly earnings.

IMRF Death Benefits

Upon the death of a member in participating status who has at least one year of IMRF service credit OR dies because of a job related injury, the death benefit is a lump sum payment consisting of an amount equal to the member's average annual earnings plus a refund of all IMRF member contributions plus interest.

IMRF Optional Life Insurance

Optional Group Term Life Insurance is available for all employee enrolled in IMRF. The coverage varies depending on the age of the employee. Also included in the coverage is Term Life Insurance for the employee's spouse and dependents. You must be enrolled in IMRF to be eligible to obtain this insurance.

Waiting Period:

Four full pay periods. Open enrollment will be held annually. Any employee requesting the Optional Group term Life Insurance other than at the time of initial enrollment or during open enrollment must complete an Evidence of Insurability to the authorized insurance company.

IMRF Disability Benefits

Through IMRF, employees are eligible for both temporary disability benefits as well as total and permanent disability benefits.

Temporary Disability

IMRF pays 50% of a member's average monthly earnings based on the 12 calendar months prior to the date he or she is unable to perform duties due to a physical or mental condition. IMRF disability benefits are available 31 days after the disability begins. Employees have the choice of applying for IMRF temporary benefits or using all or a portion of any time in the employees sick time, vacation time, or extended illness bank before applying for IMRF disability benefits.

Temporary disability benefits are paid for 1/2 of the members credited service or 30 months, whichever is less. Generally, in order to be eligible for temporary benefits, an employee must have been a participating member for the previous 12 months with no interruption in service.

While receiving IMRF monthly disability payments, members will continue to receive pension service credits. However, no time will be accrued for the employee's vacation time, sick time, holiday pay, or extended illness bank while receiving IMRF disability payments.

Total and Permanent Disability Benefits

Total and permanent disability benefits are payable when a member who has used up all temporary disability benefits, is unable to engage in any gainful activity whatsoever, and the disability is expected to result in death or be of a long and continued duration.

Employees who pay into the Teacher Retirement System should contact TRS for disability information.

Flexible Spending

Flexible Spending allows employees to use pre-tax dollars to pay for items such as medical premiums, un-reimbursed medical expenses, (i.e. glasses, dental bills, medical bills not covered by insurance), and day-care expenses. Paying for these expenses on a pre-tax basis saves money for employees. It should be noted however, that participation in Flexible Spending also reduces your Social Security and IMRF earnings.

Eligibility

All full-time I-KAN Regional Office of Education employees, elected officials and any part-time employee who works in excess of 1000 hours per year or any employee who prior to the adoption of this policy was enrolled in the Flexible Spending Plan.

Waiting Period

Four full pay periods (unless paid monthly, then two full pay periods). Employees will be given an opportunity to enroll in Flexible Spending once a year. **Special Notes:** Once a flex deduction is made, that deduction may not be changed during the calendar year unless due to a change in family status.

Deferred Compensation

Deferred Compensation is a way of saving pre-tax dollars through payroll deduction for retirement purposes. Under Deferred Compensation employees may invest their dollars in a variety of different ways. The money may be withdrawn only under the following circumstances:

- Termination from the Regional Office of Education
- Financial hardship
- Meeting retirement qualifications

Eligibility

Full-time employees, elected officials and any part-time employee who works in excess of 1000 hours per year.

Waiting Period

Four full pay periods (unless paid monthly, then two full pay periods). Open enrollment will be held annually.

Cost

A minimum deduction of \$10 per period is required to participate in this program.

Credit Union

Employees may take advantage of a variety of services including loans, checking and savings accounts offered by membership in the Riverside Employees Credit Union.

Eligibility

All full-time and permanent part-time employees

Waiting Period

None

Cost

Minimum account balance \$25.00
 Minimum deduction per pay period is \$5.00.
 prices.

American Family Life Assurance Company (AFLAC)

I-KAN Regional Office of Education employees may enroll in a supplemental medical insurance program.

Eligibility

All full-time and permanent part-time employees.

Waiting Period

Four full pay periods (unless paid monthly then two pay periods)

Cost

Premiums paid by the employee. Rates will vary on a yearly basis. See the Office Manager or County Employee Benefits Coordinator for information of prices.

OTHER

The I-KAN Regional Office of Education also provides the following benefits which are in accordance with statutory requirements:

- Unemployment Insurance
- Worker's Compensation Insurance
- Social Security Match

This is a general description of benefits. For a complete explanation of the current benefits employees should contact the Office Manager and/or the Human Resource Director in the Kankakee County Board Office to arrange an appointment.

Vacation

The I-KAN Regional Office of Education perceives vacation leave as a benefit for both the employee and the employer. Employees are encouraged to utilize their vacation time.

All vacation requests should be made in advance to the Department Head, Office Manager or specific Program Director for approval. The Department Head, Office Manager or specific Program Director has the responsibility to maintain a staff adequate to provide all necessary services. They have the authority to determine employees' schedules and to limit the granting of request for vacation days as necessary to fulfill that responsibility.

Vacation time for full-time employees will be negotiated and defined in their yearly work agreement. Full time I-KAN Regional Office of Education employees who are paid with **county funds** will be granted vacation time based on the schedule listed below. Employees that are not classified as county employees will individually negotiate vacation time and this will be noted in their employment contract.

Six months of continuous service	5 days	10 years of continuous service	15 days
1 year of continuous service	5 days	15 years of continuous service	20 days
2 years of continuous service	10 days	21 years of continuous service	21 days
6 years of continuous service	11 days	22 years of continuous service	22 days
7 years of continuous service	12 days	23 years of continuous service	23 days
8 years of continuous service	13 days	24 years of continuous service	24 days
9 years of continuous service	14 days	25 years of continuous service	25 days

Vacation time should be used during the employment year. If due to the workload in a specific job, Department Head, Office Manager or specific Program Director with approval from the Superintendent, may grant an extension of vacation. The extended vacation time must then be used within the first three months of the new contract year. Another exception to this policy is that employees who receive an additional week/day of vacation in the last three months of a employment year will have three months into the next employment to use it.

Employees who are paid with county funds, who do not use their vacation time during the employment year and do not wish an extension of time, may deposit their time in their extended illness bank. If this option is taken, the employee must make the request in writing to the Office Manager.

An employee who separates from the I-KAN Regional Office of Education is entitled to full payment for unused vacation.

Absences due to sickness, injury or other disability may at the request of the employee be charged to their vacation time.

The Office Manager shall maintain a record of vacation leave allowance, vacation time taken, and vacation balance for each employee.

Vacations must be staggered to ensure that the office is adequately staffed. Staff members are required to submit vacation dates for approval. If the staff member is asking to take one or more weeks at a time, they should submit their request for the dates they want in writing as early as possible but no less than two weeks prior to the dates requested. If the staff member is only wishing to use one or two days of vacation they should submit it in writing as early as possible but no less than two working days prior to the dates requested.

If more than one employee requests the same dates, the Department Head or Supervisor will evaluate the impact of the employees' simultaneous absence. If only one staff member can be spared on the dates requested, the dates will be granted for the staff member with the greatest seniority.

Vacation time must be recorded in no less than ¼ day.

Holiday Pay

The I-KAN Regional Office of Education provides paid holidays to all full-time employees. Prior to the beginning of a new calendar year the County Board and the Chief Judge will declare the holiday schedule for the following year. For purposes of this handbook, both the Kankakee and Iroquois Offices of the I-KAN Regional Office of Education will abide by the holidays set forth by the Kankakee County Board. An exception would be I-KAN Regional Office of Education Programs that in the interest of education adopt an alternative calendar. Specific information will be included in these employee's work agreements.

In order for an employee to be eligible for holiday pay, the following conditions must be met:

- The employee must be employed as full-time for 30 consecutive days;
- The employee must have worked the last scheduled work day prior to the holiday and the next scheduled work day after the holiday unless one of the following conditions applies:
 1. Employee has pre-approved (at least 48 hours in advance) time off for those days.
 2. It is the first occasion of the calendar year that the employee has missed the last scheduled work day prior to the holiday or next scheduled work day after the holiday due to sickness.
 3. The employee provides a doctor's excuse sustaining the need to be off work on the second or subsequent occasion of an unexpected absence

due to sickness on the last scheduled work day prior to a holiday or the next scheduled work day after the holiday.

EXTENDED TIME OFF

Any employee on an extended medical leave, disability or any other extended time off is **NOT** eligible for holiday pay for holidays that may occur during their time off.

RESIGNATION

Any employee who has given his/her resignation is not eligible for holiday pay while using their remaining vacation or sick time unless the employee will be returning to work after vacation or sick time is used.

Sick Leave

It is the policy of the I-KAN Regional Office of Education to provide protection for its full time employees against loss of income because of illness. All eligible employees are encouraged to save as much sick leave and extended illness days as possible to meet serious illness situations. Sick leave is NOT intended for a one-day vacation or to be used to extend vacation periods or holidays.

Sick leave and extended illness days will be granted for full-time employees only. Sick and extended illness days will be granted on the first day of each fiscal year following the employee's second anniversary. The following schedule or as noted in their work agreement:

After six months of continuous service:	5 sick days (to be used until their first anniversary)	
After 1 year of continuous service:	5 sick days (to be used until their second anniversary)	
After 2 -5years of continued service:	7 sick days and 3 extended illness days	
After 5 years of continued service:	10 sick days and 5 extended illness days	
EXAMPLE:	An employee hired on August 1, 1990	
February 1, 1991	5 sick days	can be used between 02-01-91 and 08-01-91
August 1, 1991	5 sick days	can be used between 08-01-91 and 08-01-92
August 1, 1992	7 sick 3 extended illness	can be used between 08-01-92 and 12-31-92
January 1, 1993	7 sick 3 extended illness	can be used between 01-01-93 and 12-31-93
August 1, 1996	7 sick 3 extended illness	can be used between 08-01-96 and 12-31-96
January 1, 1997	10 sick 5 extended illness	can be used between 01-01-97 and 12-31-97

Sick Leave Policy

1. You must have sick time available in your sick bank.
2. Sick time may be utilized by employees a) when they are sufficiently ill so that good judgment would determine it best not to report to work; b) in the event of an injury or illness to oneself or a member of the employees immediate family; and c) for routine medical and dental appointments that cannot be scheduled during non-working hours.
3. All foreseeable sick leave requires approval of the Department Head or Supervisor.
4. An absence of three working days or longer requires a physician's statement of release and verification substantiating that they may return to work. In addition, Department Head may request a physician's statement for shorter periods of time.
5. Notice of an employee's desire to return to work after an extended illness must be given to the Superintendent or Office Manager no less than 24 hours in advance.
6. Department Heads or any authorized authority may direct an employee who appears ill to leave work to protect the health of other employees. Compliance with such an order will not be charged to the employee's sick bank for the first day.
7. An employee obtaining sick leave under false pretenses or an appointed Department Head falsely certifying sick leave allowance for absence from work may be subject to disciplinary action.
8. Upon termination from the I-KAN Regional Office, accumulated but unused sick time benefits will not be paid.
9. Sick time must be recorded in no less than ¼ day increments.
10. At the end of each term as determined by an employee's work agreement
 - a. Full Time Employees contributing to IMRF-(after the employee's second anniversary), all unused sick time will be transferred to their Extended Illness Bank.
 - b. blank
 - c. Grant employees who pay into TRS- Sick days carry over to the following years until an a maximum of 120 are accumulated.

The following guidelines should be followed as it relates to Extended Illness Bank.

With prior authorized approval from the Department Head or Supervisor any time an employee has physician's excuse sustaining the need to be off work for a medical condition, their time may be used from the Extended Illness Bank. This may hold true for any sickness

in the immediate family (with a physician's excuse). A copy of the physician's excuse must also be submitted by the Department Head or his/her designee to the Payroll Administrator.

- An approved statement from the physician or admittance to a hospital will be necessary for any benefits to be received from the Extended Illness Bank. A copy of the statement must also be submitted by the Department Head to the Payroll Administrator.
- If the employee exhausts the Extended Illness Bank, any sick or vacation days that have been accrued may be used to extend the employee's regular pay.
- If any employee is eligible for I.M.R.F. disability payments, they may apply after the appropriate waiting periods have been achieved (see I.M.R.F. policy). No individual may receive I.M.R.F. disability payments at the same time he or she will be paid from the Extended Illness Bank retroactively from the first day of illness.
- If an employee is hospitalized as a result of the illness, immediately following days of illness, he or she will be paid from the Extended Illness Bank retroactively from the first day of the illness.
- Employees undergoing outpatient surgery may be paid from the Extended Illness Bank from the day of the surgery.
- For full time employees contributing to IMRF, a maximum of 120 days may be stored in the Extended Illness Bank at the end of each contract year.
- While an employee is utilizing time from his or her Extended Illness Bank, employees will continue to accrue vacation and sick time. However, that time may not be used until the employee returns to work on a full-time basis.
- An employee who terminates service with the I-KAN Regional Office of Education will not be paid for any unused time in their extended illness bank.
- If an employee requires ongoing treatment for an injury or illness, the employee may utilize time from their extended illness bank beginning on the fourth day of absence, providing there is proper documentation from the employee's physician.

(Sick Leave Policy Amended 8-4-2011, Effective 7-1-2011)

Excessive Time in Extended Illness Bank

Once an employee exceeds 120 days in the Extended Illness Bank the I-KAN Regional Office will pay the employee twenty (20) percent of the value of their unused sick and Extended Illness Bank in excess of 120 days. The maximum payment per year is three (3) days of pay per employee. This will be paid out in the first check of their new contract year.

Personal Leave

The I-KAN Regional Office provides a minimum of one personal day per year for all full-time employees. The Regional Superintendent has the right to allow additional personal days as he/she determines appropriate

At the start of each contract year all full-time employees will be awarded a minimum of one approved personal day per contract year. All personal day requests should be made in advance to the Department Head or immediate Supervisor. It will be the discretion of the Department Head or his/her designee to determine how many employees may have the same day off for personal use. If more than one employee is requesting the same day off, decision will be based on seniority.

Personal days will not be carried over from one year to the next and are not payable upon separation from the I-KAN Regional Office of Education. Personal days should be used in increments of not less than ½ day.

Bereavement Pay

Full time employees will be given **up to** five (5) days of paid time off if a member of their immediate family passes away in order to attend funeral services. For purposes of this policy only, immediate family includes: the employee's spouse or any of the following of either the employee or their spouse: mother, father, sister, brother, children, grandchild, grandparent, stepparent or stepchild.

Employees may use up to three (3) days of other time accrued (vacation or extended illness bank) to attend services for other family members or friends. The employee should ask for approval from their Department Head or Appointed Designee. The I-KAN Regional Office of Education reserves the right to ask the employee for written verification of funeral arrangements for the deceased.

Leave of Absence (including FMLA)

This policy will outline Kankakee County's policy on Leave of Absence and is intended to comply with the Family and Medical Leave Act. In the event of a difference between the Family and Medical Leave Act and this policy, the Act will prevail.

Probationary & Employees with less than one year of service

Any employee who has not completed one year of service or is a part-time employee who works less than 1,000 hours a year, with the County of Kankakee is not entitled to the County Leave policy. However, if an employee with less than one year of service or a part time employee requests a leave of absence it will be the Department Head's discretion as to the granting of the leave. Consideration factors may include employee's work performance, length of leave, department staffing levels, ability to temporary replace the individual, and the likelihood of the employee returning to work. The Department Head may determine how much leave, if any, is granted.

FAMILY AND MEDICAL LEAVE OF ABSENCE

An employee may request in writing a leave for up to 12 work weeks during any 12 month period for any of the following reasons:

1. A serious health condition of the employee that makes the employee unable to perform

- the duties of his or her job;
2. To care for the spouse, child, or a parent of the employee if that individual has a serious health condition;
 3. The birth of a child of the employee and to care for the child during the first 12 months of the child's life;
 4. The adoption of a child or the placement of a foster child with the employee within 12 months from the adoption or placement of the child;

A serious health condition is defined as an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility, or continuing treatment by a health care provider.

An employee who has a serious health condition that makes the employee unable to perform the duties of their job and has more than 12 work weeks of time in their extended illness bank, will be allowed a leave of absence in the amount of their extended illness bank if medically necessary.

As long as an employee is receiving extended illness time, they will continue to pay the same premium dollar for insurance as other employees are paying for the same coverage.

Any employee who requests a family or medical leave will be given a "notice of FMLA Leave Obligations."

Employees will not be allowed to take unpaid leave of absence until they have exhausted all but five days of their time, including vacation, sick or extended illness (if applicable under the sick time policy) and compensation time.

Employees must give at least 30 days of notice to the appropriate Department Head before the leave, if the need for the leave is foreseeable. (e.g. elective surgery or pregnancy). The employee should schedule treatments for themselves or a family member they are caring for so as not to disrupt the operations of the Department, when possible.

Employees will be required to show proof of the necessity for the leave, if the leave is requested due to the illness of the employee, or if the employee is requesting the leave to care for an ill family member. The Department Head, in consultation with the Human Resource Director, may require the employee to get a second opinion from an independent medical provider and will pay for the second opinion. If the two opinions conflict, the conflict may be resolved by a third opinion. The opinion of the third provider is considered to be final and shall be binding. Kankakee County will be responsible for paying for both the second and third opinions.

Kankakee County will provide an intermittent or a reduced leave schedule if the leave is due to the employee's own illness or the illness of a child, spouse or parent of the employee, if it is medically necessary. The Department Head may temporarily transfer the employee on a reduced or intermittent leave to another available position with equivalent pay and benefits that better accommodates the employee's need for recurring or intermittent leave.

An employee may request a new leave (not intermittent leave) during the same twelve month period. The employee will be granted a leave up to the difference in time taken on the first leave and 12 work weeks.

Employees whose spouse also works for the County will be limited to a combined total of 12 weeks of leave if the leave is caring for a parent and caring for a healthy new infant or adopted baby.

An additional leave of absence for 60 calendar days **may** be granted with Department Head approval and with proper documentation from the attending physician. If this route is taken, Department Heads have to assure that the department's workload can be adequately managed.

In the event an employee is granted a leave of absence, the Department Head will forward a letter to the Payroll Administrator noting that the employee is on an unpaid leave of absence. Upon the return from a medical leave of absence, the employee must provide to the Department Head and the Payroll Administrator a return to work slip from the attending physician.

If the employee on an approved leave of absence is currently enrolled in any County Benefit program, they may continue their coverage at the same cost for three months while they are on approved leave. However, employees only accrue sick and vacation time benefits if the unpaid leave is less than thirty days and an employee must return to work prior to utilizing any sick and vacation time benefits accrued while on leave. Employees who are utilizing their sick time continue to accrue Sick and Vacation benefits.

If an employee does not return to work after the leave of absence and the reason for not returning to work is not because of a continuing or recurring serious health condition of either the employee, or the family member the employee took the leave to care for, or due to circumstances beyond the employee's control, they will be required to reimburse the County for any premium payments made by the County on the employee's behalf.

WORK RELATED INJURIES AND ILLNESSES

Any employee who is off work due to a work related injury or illness and is receiving Temporary Total Disability (TTD) Workers Compensation or are receiving full pay based on Illinois Statutes will be granted a medical leave of absence under the FMLA Guidelines and the Illinois Industrial Commission Rules.

MILITARY LEAVE OF ABSENCE

If an employee leaves the County to join a branch of the United States Armed Service or is drafted to the Armed Services, Kankakee County will assure that if that employee makes a written application to return to the employment at the County that they will be reinstated. The reinstatement would be with no loss of seniority and at the same rate of pay they would have received if there was no break in service. This policy applies only to employees in the armed forces four (4) years or less that make a written application within 90 days after being released from the service with an Honorable Discharge or General Discharge under Honorable Conditions.

PERSONAL LEAVE OF ABSENCE

An employee may request one unpaid personal leave of absence for a period of **up** to 30 calendar days from their Department Head. Only one request per 12 months will be considered. It will be at the discretion of the Department Head as to whether or not to grant the unpaid leave. If a leave is granted, the Department Head must notify the Payroll Department in writing.

Tuition Aid

In an effort to encourage employees to attend college classes, for employees whose pay source is supported by county funds, the County of Kankakee will reimburse a portion of the cost of tuition for job related classes.

In order to be eligible for tuition aid reimbursement by Kankakee County the following guidelines must be met:

- A. All classes must be job related as determined by the Department Head and the County Human Resource Director;
- B. Only employees who have worked for Kankakee County full-time for one year or more are eligible;
- C. All classes must be taken at an accredited college and must be for college credit hours;
- D. Individuals who are applying for reimbursement must have a satisfactory job performance rating;
- E. Tuition reimbursement will be at the same rate as Kankakee Community College charges for a credit hour or the cost of the tuition, whichever is less;
- F. Kankakee County will reimburse tuition payment only after proof of a grade "C" or higher has been given to the County Human Resource Director;
- G. All classes must be pre-approved by the individual Department Head and by the County Human Resource Director;
- H. Any employee who receives reimbursement for his/her tuition from another source (i.e. scholarship) is only eligible for the portion of the tuition that was not covered by another outside source;
- I. If due to a lack of qualified outside candidates in a particular field of expertise exists, there may be some merit in paying for classes not for credit. If such a situation exists, the Department Head may request through the Personnel Committee an exception to this policy.

Employee Assistance Program

The Employee Assistance Program is a benefit provided by Kankakee County for all employees. The I-KAN Regional Office recognizes that almost any problem can be successfully treated provided it is identified in its early stages and the appropriate referral is made and recommendations are followed. This applies whether the problem is a physical illness, mental or emotional illness, stress, alcoholism, drug abuse, marital and family

difficulties, financial and legal problems or other concerns. The proper diagnosis and treatment of such problems are best done by appropriately trained professionals. The reason for the Employee Assistance Program is to provide a positive and supportive approach to solving these problems by linking the troubled employee with the appropriate professional service for whatever problem exists. All Employee Assistance Program referrals will be held in strictest confidence.

Participation in the program is entirely voluntary and the decision to seek help/accept treatment is the responsibility of the employee. There are two ways in which an employee may use the EAP: self referral or supervisory referral.

Any employee requesting additional information about the EAP program or referrals may contact the Kankakee County Human Resources Director for a confidential meeting.

Unemployment Benefits

Unemployment insurance is a program to provide temporary income for those who are unemployed through no fault of their own. Normally, employees who resign or are terminated for willful misconduct are not eligible for unemployment compensation. Employees working in any capacity for the Regional Office of Education shall be ineligible for unemployment benefits during an established and customary vacation period or holiday recess, if the employee works in the period immediately before such vacation period or holiday recess and there is reasonable assurance that the employee will work during the period immediately following such vacation period or holiday recess.

Workers' Compensation

As provided by law, the Regional Office of Education provides certain benefits to employees for injuries arising out of and in the course of employment with the ROE in the event of a work-related accident. These benefits include, but are not necessarily limited to, necessary first aid, medical, and surgical services; and compensation for periods of disablement. If an employee is injured on the job, the employee must report the injury to a manager or Human Resources immediately in order for the proper reports to be filled out. The ROE Workers' Compensation program is administered by an insurance company under contract with the ROE.

COMPENSATION

Payroll

This policy will outline the procedures for the I-KAN Regional Office semi-monthly payroll.

Payroll timesheets must be completed by the employee and then signed by the appropriate Department Head/Supervisor. Time sheets must then be turned into the Payroll Administrator by noon of the date listed on the payroll schedule that is given to employees on January 1 of each year.

Paychecks will be issued on the 15th and the last day (30th/31st) of every month. **CHECKS WILL NOT BE GIVEN OUT EARLY.** Effective January 1, 1999 all employees hired after this date will have their payroll checks direct deposited.

The Payroll Administrator, with the properly signed forms, will make payroll deductions for the following:

Federal Income Tax	United Way	Dental Insurance
State Income Tax	Optional Life Insurance	Garnishments
FICA	Deferred Compensation	Mutual Funds
IMRF	Medical Premiums	AFLAC
Credit Union	Flex Spending	Union Dues (where applicable)
TRS	Vision Insurance	
Any other items outlined by the County Board		

Any changes in payroll information must be signed by the appropriate Department Head or Supervisor and turned into the Payroll Administrator prior to the end of the pay period.

Overtime/Compensatory Time

It is the policy of the I-KAN Regional Office of Education to compensate full-time employees covered under the Fair Labor Standards Act for any time worked in excess of the standard work week.

With the approval of the Superintendent or Office Manager, non-exempt employees who work in excess of 35 hours will be paid as follows:

1. For any hours in excess of 35 hours up to 40 hours in one work week, employees will be compensated at their hourly rate. Employees may be given either pay or flex time for these hours. The decision on what form of compensation used must be mutually agreed upon by the employee and the Department Head or Supervisor.
2. For any hours paid in excess of 40 hours, compensation will be granted at time and one half of the employee's current hourly rate. Once again, the employee and the Department Head/Supervisor must agree on the form of compensation.

3. For purposes of calculating overtime, a week begins on Sunday and ends on Saturday.

The following rules relate as it applies to compensatory (comp) time:

1. All flex time must be cleared with the Office Manager.
2. All comp time earned or used must be recorded on the payroll records. Any time earned, but not shown on the payroll records, will not be recognized by the I-KAN Regional Office.
3. Total accumulation of comp time cannot exceed the employee's standard work week at any given time.
4. Employees cannot try to earn comp time for purposes of extending vacations, holiday weekends, etc.
5. Example of Comp Time: if an employee had to begin work at 7:30 a.m. to attend meeting, meet with client, set up for workshop, etc., the employee could then use the one hour of time to either leave early/come in late one day during the week or extend his/her lunch hour.
6. If an employee separates from the I-KAN Regional Office, the employee will be paid for all flex time that has been accumulated and not used. Payment for time will be based on the employee's current salary.

Typically, overtime/comp time will not be scheduled but will be used when necessary due to **unforeseeable** circumstances. Any preplanned overtime must be approved by the Department Head or Supervisor.

- Any full-time Iroquois-Kankakee Regional Office of Education employee who is paid on an hourly basis may use flex time, unless otherwise stated in a work agreement or in a verbal agreement.
- Any work for which the employee receives any additional monetary compensation cannot be claimed for flex time.
- An employee should not claim flex time for such things as organizing his/her files, filing, cleaning, etc. If the employee chooses to work over or work on a weekend that is on his/her own time.
- All flex time should be used within the week it is earned but may, due to circumstances, be used within 30 days.
- An employee with no sick, personal or vacation time, who may need time off for an unexpected event, will be allowed to have up to 7 hours (one day) of flex time on loan. The employee must have prior approval to use this loaned time and must make up the hours within 30 work days.

ELECTRONIC ACCESS

Acceptable Use Policy

All I-KAN Regional Office of Education employees who are assigned an email account and/or use of the Internet on a company computer must sign an acceptable use policy.

Each employee must sign an authorization as a condition for using the Regional Office of Education's Electronic Network connection before being granted unsupervised access. The authorization will be kept on file with the I-KAN Technology Director and must be approved by him/her.

(Adopted November 2001)

Use of I-KAN Computers

The purpose of this policy is to standardize the use of all I-KAN Regional Office computer hardware/software used within the I-KAN Regional Office structure.

Any computer and the accompanying software shall be used only for the business purposes for the I-KAN Regional Office of Education. Any documents or files created utilizing the computers become the property of the I-KAN Regional Office.

No I-KAN Regional Office employee shall electronically load, duplicate and/or make use of any proprietary software product, program, or data set in any computer owned or used by I-KAN Regional Office unless an authorized license to load, duplicate, or make use of said software has been properly obtained. The software should be for the sole purpose of I-KAN Regional Office business.

All software written for I-KAN Regional Office, by any employee, becomes the property of the I-KAN Regional Office and shall not be sold, loaned, or given to any other organization without the written permission of the I-KAN Regional Office.

In order to determine compliance with this policy, authorized I-KAN Regional Office employees may monitor any employee's system at any time. This person also has the authority to remove any software, documents or files which do not adhere to this policy.

The violation of this policy by any employee shall be deemed grounds for disciplinary and/or legal action.

EMPLOYMENT

Employee Status

A full-time employee is one who works 35 hours per week, 52 weeks of a year. Full-time employees are eligible for benefits.

A part-time employee is one who works anything less than 35 hours per week no matter how many weeks per year. Part-time employees who work a minimum of 1000 hours are eligible for IMRF, dental insurance, flex spending, deferred comp and credit union. Part-time employees are not eligible for holiday pay, sick time, vacation time, medical insurance.

Certain employees are considered full time when employed by an I-KAN ROE program and hours worked and benefits offered will be outline within their individual contract. These could be but are not limited to employees of the RAAC program, AAP program and the SALT program.

Employment At-Will

ROE employees are “at will” employees, and while they are usually employed for a specific period of time (no longer than one year at a time), they can be dismissed at any time because of lack of funding for grant programs, discontinuing a program or poor work performance.

Employment with Regional Office of Education is voluntary. Employees voluntarily chose to work for the Regional Office of Education and are free to resign. Similarly, the Regional Office of Education is free to conclude the employment relationship at any time, with or without cause, and with or without notice. The relationship between employee and employer is at-will.

Equal Employment

The I-KAN Regional Office maintains a strong commitment to the principles of Equal Employment.

Equal opportunity in employment shall be provided to all staff members and applicants for employment. No person is to be discriminated against in employment because of race, religion, color, sex, age, sexual orientation, national origin or disability. The I-KAN Regional Office of Education will hire individuals solely upon the basis of their qualifications and ability to do the job to be filled.

Employees wishing to file complaints of discriminatory acts or to seek counsel regarding equal employment provisions should contact either their Department Head or the Human Resource Director, who is the Equal Employment Officer.

Drug Free Workplace

It is the policy of the I-KAN Regional Office of Education, in compliance with the Drug Free Schools and Communities Act of 1989, that all workplaces under its supervision shall be free from drugs and alcohol. All employees shall be prohibited from:

- The lawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance while on the premises or while performing work for the I-KAN Regional Office of Education.
- The distribution, consumption, possession of or being under the influence of alcohol while on Regional Office of Education premises or while performing work for the I-KAN Regional Office of Education.

In order to make employees aware of dangers of drug and alcohol abuse, the I-KAN Regional Office of Education shall:

- provide each employee with a copy of the Drug Prevention policy;
- post notice of Drug Prevention Program policy in a place where other information for employees is posted;
- make available materials from local, state and national anti-drug and alcohol abuse and alcohol abuse organizations;
- enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to employees; and,
- provide each employee with information concerning the Employee Assistance Program as administered by the County Board of Kankakee County.

As a condition of employment, each employee shall agree to notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring on the Regional Office of Education premises or while performing work for the I-KAN Regional Office of Education no later than five (5) days after such a conviction.

Any employee who violates the terms of this policy may be subject to disciplinary action, up to and including termination.

The Regional Superintendent of Schools shall take disciplinary action with respect to an employee conviction of a drug offense in the workplace within thirty (30) days after receiving notice of the conviction.

Should the Regional Office of Education be a current participant in a federal education program in which the Regional Office is the prime grantee and a direct receiver of federal funds, the Regional Superintendent of Schools shall notify the appropriate federal agency from which the Regional Office of Education receives grant monies of this employee's conviction within ten (10) days after receiving notice of the conviction.

The Regional Office of Education may require an employee who violates the terms of this policy to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program which has been approved by the Regional Superintendent of Schools.

This policy was adopted by the Regional Office of Education, Kankakee County on August 15, 1990.

Hiring Procedures

This policy outlines the guidelines for hiring an employee whose paymaster would be the County of Kankakee or Iroquois.

Whenever the I-KAN Regional Office has an approved opening, a job notice will be posted in the County Board Office of both Counties. Normally, the job must be posted for five working days. In an emergency situation the posting may be posted for a lesser amount of time. Other means of advertising the position may also be used including on-line posting.

The posting should include the following:

- Time line
- Job description (if available) or any information about the open position.
- Department
- Rate of Pay

Applications will be taken by the Office Manager of the I-KAN Regional Office. The Regional Superintendent or his/her designee will be responsible for interviewing and hiring the individual to fill the open position.

In no case should an individual be hired or promoted to a position in which their supervisor is a relative of the employee. For purposes of this policy, a relative is defined as parent, child, sister, or brother of either the employee or the employee's spouse. Whenever possible a new employee should not be related to any individual within their department.

Nepotism and Hiring

The Regional Office of Education, as a general hiring practice, discourages nepotism in hiring. A ROE administrator or department head, without prior approval of the Regional Superintendent, should not hire any relative of any employee at the ROE.

Probationary Period

All new staff members will be monitored and evaluated for an initial introductory period of six months.

The Superintendent of Schools may recommend that a newly hired employee be terminated at any time. Such recommendation for termination should be submitted in writing, and should include an evaluation and a list of actions taken to assist the employee. At the end of the six-month introductory period, a recommendation will be made as to whether or not the employee should continue in the position. The Superintendent of Schools may also recommend extending the probationary period. After satisfactory completion of the introductory evaluation, the staff member will be evaluated on an annual basis.

Residency Requirement

Employees, whose paymaster is the County of Kankakee or County of Iroquois, must reside in either the County of Kankakee or Iroquois within six (6) months after their date of hire. The reason for the six month time frame is to allow the employee to make suitable housing arrangements and/or to sell or lease their existing home or apartment. Employees may request an extension of an additional six months based on their inability to find suitable housing or to sell or lease their existing home or apartment. The extension must be approved by the Department Head.

All existing employees who reside outside either County will permanently be "grandfathered" into the system as long as they continue to reside in their current residence. However, employees who currently live in Kankakee or Iroquois County must continue to reside in that County.

Residency requirements may be waived for hard to fill technical and professional positions.

Failure to abide by the above policy may result in separation.

Inspection of Personnel Records

In accordance with the Illinois Employee Records Act, all I-KAN Regional Office of Education personnel and former Kankakee County Regional Office of Education employees who have been separated for less than 12 months may review their personnel file up to two (2) times per year.

If an employee wishes to review their personnel records, they should put their request in writing to the Superintendent and/or Office Manager and the following procedures will be followed:

The Superintendent or his/her appointee shall provide the employee an opportunity to inspect their records within seven (7) working days.

- The inspection will take place during normal working hours or at another time mutually agreeable to both parties unless the employee is unable to inspect the records in person. In this case, a copy of the records will be mailed to the employee. The employee will reimburse the I-KAN Regional Office at a rate of .25 cents per page to cover the cost of the copies.
- The inspection will be conducted under the supervision of the Superintendent or his/her designee.
- The employee may copy material maintained in the employee's record. The first ten copies are provided free of charge. Any copies in excess of ten will be paid for at the rate of .25 cents per copy to cover the cost of duplicating.
- If either the employer or the employee knowingly places false information in the employee's personnel record, the employer or the employee, may have remedy through legal action to have that information expunged.
- If an employee is involved in a grievance or proceedings against the I-KAN Regional Office, the employee may designate in writing a representative who has the authority to inspect the personnel records under the same rights as the employee.
- It is the responsibility of the Regional Superintendent to review the records before releasing the file to a third party. All disciplinary records that are more than four years old will be deleted from the record prior to release, unless the release is ordered in legal action or arbitration.

OPERATIONS

Anti Harassment

The I-KAN Regional Office of Education is committed to maintaining a work environment that is free of discrimination for all employees. Harassment of Regional Office employees will not be tolerated by anyone.

Harassment consists of unwelcome conduct that is based on race, gender, national origin, religion, age, disability, sexual orientation, veteran status, citizenship status or other protected group status. No harassing conduct will be tolerated, including (but not limited to) conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance or that creates an intimidating, hostile or offensive work environment.

Sexual harassment is a form of harassment. Unwelcome sexual advances, requests for sexual favors and other physical, verbal or visual conduct based on sex constitute sexual harassment when:

1. submission to the conduct is an explicit or implicit term or condition of employment,
2. submission to or rejection of the conduct is used as the basis for an employment decision, or
3. the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

If the employee feels he/she has experienced or witnessed harassment, they are to notify immediately either the Office Manager, the Superintendent, the Kankakee County Human Resources Director or the County Board Chairman. It is our policy, and that of Kankakee County, for the Human Resources Director and the Regional Superintendent to jointly investigate all complaints thoroughly and promptly unless one of the above individuals is accused of being the harasser. (In this situation, the County Board Chairman will assist in lieu of the individual accused of being the harasser.)

All complaints and/or investigations will be confidential to the fullest extent practicable. If an investigation confirms that harassment has occurred, corrective action will be taken.

Attendance Policy

The I-KAN Regional Office of Education understands the need for employees, at times, to have unforeseeable and thereby unplanned absences (i.e. sickness, personal days, etc.). However, it is also important for employees to be at work on their scheduled days in order to efficiently operate the office.

The following procedures may be followed as it relates to unplanned absences. The definition of an unplanned absence is any absence which has not been pre-approved by the Department Head or Appointed Designee 24 hours in advance of the time off. Each day off will be counted as one absence unless the employee brings in a doctor's excuse verifying a medical reason for the absence for the employee. For the purpose of enforcement of this policy, if a doctor's excuse is given to the Department Head or Appointed Designee, and a copy to the Payroll Administrator, the absence will only be counted as one day regardless of the number of days. Any absences that qualify under the FMLA are not counted as absences under this attendance policy.

EXAMPLE: John Doe's attendance record of unplanned absences is as follows:

<u>DATES</u>	<u>COMMENTS</u>	<u>ABSENCE #</u>
1/3/10	Sickness-family	1
2/6/10 & 2/7/10	Sickness-personal	2 & 3
3/4/10-3/9/10	Doctor's excuse-personal	4
5/1/10	Personal time off - unpaid	5

This policy may be enforced regardless of the amount of sick time or time in an employee's Extended Illness Bank. Exceptions include jury duty, bereavement leave and work related injuries. All conversations should be documented and a copy of the record of conversation should be sent to the Office Manager for inclusion in the placement files.

Sixth Absence in a Rolling Twelve Month Period: The supervisor will document a formal correction notice with the employee. The employee will be told that one additional absence (seventh absence in a rolling twelve months) will be cause for setting up an attendance program with disciplinary action to be taken for failure to meet the program.

REPRIMAND WARNING AND PROGRAM -Seventh Absence in a Rolling Twelve Month Period: The supervisor will document a Formal Reprimand, Warning and Program notice with the employee. The employee will be given the following objectives for the next six months: No more than one unplanned absence in the next three months or in the subsequent three months. Failure to successfully complete this program will result in a one week disciplinary layoff without pay.

REPRIMAND WARNING AND PROGRAM

After failure to meet previous program noted above, employees will be given one week off without pay for failure to meet the program outlined above and will be given a new attendance program. The program will be identical to the program listed above: No more than one unplanned absence in the next three months or in the subsequent three months. Failure to meet this program will result in separation.

If deviations from the above policy are made, a letter should be sent from the Department Head to the Human Resource Director explaining the reason for non-enforcement.

No Report of Absence

All employees must report absences to their Department Head or Immediate Supervisor as soon as possible, usually before the start of the work day.

An employee is expected to call in before the start of their normal work day; however, the I-KAN Regional Office understands that there may be a few times this may not be possible. Any employee who does not report to work or notify the appropriate Department Head or Supervisor of his/her absence by one hour after the start of the shift will be considered a "No Report." If the employee is unable to contact the Department Head or Supervisor, the employee may call the main office number (937-2950) and report the absence to a staff member. Unless extenuating circumstances exist, as determined by the Department Head, the following procedures will be followed:

First Offense: One day - reprimand, warning and program

Due to the seriousness of the situation, an employee will receive a warning and a program which states that one additional incident of a "No Report" to work or notification of absence within two (2) years will be grounds for immediate separation.

First Offense: Two consecutive days - reprimand, warning disciplinary action and program

If an employee does not report to work for two (2) consecutive days but returns to work on the third (3) day, the employee will be given one week off without pay and be given a written program stating that another incident of "No Report" will be grounds for immediate separation.

First Offense: Three consecutive days

If an employee does not report to work for three (3) consecutive days, the I-KAN Regional Office will consider the job abandoned and the employee will be separated.

Second Offense: Separation

Failure to meet above mentioned programs will be grounds for immediate separation.

Tardiness

The I-KAN Regional Office of Education understands that at times, due to unforeseeable situations, individuals may at times be late for work. However, it is also important for employees to be on time and **ready to work** at their designated start time.

The following procedures may be followed as it relates to tardiness. All conversations should be documented and a copy of the record of conversation should be placed in the employees personnel file.

FORMAL CORRECTION - Third tardiness in a rolling 12 month period:

The Department Head or Supervisor will document a formal correction with the employee. The employee will be told that an additional occasion of tardiness (fourth in a rolling 12 month period) will be cause for setting up a tardiness prevention program with disciplinary action to be taken for failure to meet the program.

REPRIMAND, WARNING AND PROGRAM - Fourth tardiness in a rolling 12 month

period: The Department Head or Supervisor will document a formal Reprimand, Warning and Program notice with the employee. The employee will be given the following objectives for the next period:

- No more than one tardiness in the next three months or in the subsequent three months.
- Failure to successfully complete this program will result in a one week disciplinary layoff without pay.

REPRIMAND, WARNING DISCIPLINARY ACTION AND FINAL PROGRAM

The final program will be set after failure to meet the second program. The employees will be given two weeks off without pay and be given a new program. The program will be identical to the program listed above.

- No more than one tardiness in the next three months or in the subsequent three months.
- Failure to successfully complete this program will result in separation from the I-KAN Regional Office of Education.
- If an employee is more than 10 minutes late comp time will be charged against them. However, repeated tardiness, even with the use of comp time, will result in disciplinary action.

Hazardous Weather Day

This policy will outline the guidelines on how to handle time off due to inclement weather.

Whenever an employee is off work due to weather conditions, the employee will be charged time from their sick or vacation time unless the Chairman of the County Board declares all County offices closed due to inclement weather. If the Chairperson orders all offices closed, all employees will receive full pay for the authorized hours that the offices were closed, unless the employee would not be at work on that day regardless of the weather conditions (e.g. sick, vacation, etc.).

Department Heads also have the option of working employees extra hours during the pay period that an employee is unable to work due to weather conditions to make up for the time loss or granting the employee time off without pay. If the first option is used, both earned and used compensatory time must be shown on the payroll records.

It is the general policy of the I-KAN ROE to use the option as stated in paragraph one. This coincides with the Kankakee County policy.

Jury Duty/Court Appearances

Upon notice to the Superintendent, full-time or part-time employees shall be permitted authorized absence from their job for appearance in court because of jury service and obedience to subpoena or by direction of proper authority.

Said absence will be with full pay for each day the employee serves on jury duty or testifies as a witness, other than as a defendant, including necessary travel time. Employees need to bring any checks received for payment for jury service to the Office Manager who will forward it to the payroll administrator and the employee will be required to reimburse the Regional Office for any payment of time received for service to the courts. Mileage payments are not payable to the Regional Office. The employee will report to work when not required to be in court during regular work hours.

Attendance in court in connection with the employee's official usual duty or in connection with a case in which the I-KAN Regional Office is a party, together with travel time necessarily involved, shall not be considered absence from duty within the meaning of this policy.

Said absence from duty will be without pay when an employee appears in private litigation to which the I-KAN Regional Office is not a party.

As ruled by the chief Judge on July 13, 1999, Department Heads should not make an appeal to have an employee excused from jury duty. If an employee has a legitimate reason for not serving the employee must call the Jury Commission and discuss the situation with appropriate individual. He/She will then have a judge review the request.

Hours of Work

The Kankakee office of the I-KAN Regional Office of Education is open from 8:30 a.m. to 4:30 p.m., Monday-Friday, January through December. The Watseka Office will be open 8:30 a.m. to 4:30 p.m. on Mondays and Fridays while schools are in session, and only on Friday during the summer. Summer hours will begin the day after the last day of school and end the first day of the new school year.

I-KAN Regional Office of Education Programs may have individual calendars and work hours which are set by the program director.

Employees are professionals who are expected to work until the job is completed. Variations from the established schedule may be granted by the Superintendent or the Office Manager.

Six Day Law

In accordance with the Illinois Six Day Law ruling, employees will not work in excess of six days in one calendar week,

Employees of the I-KAN Regional Office of Education who are covered under the Fair Labor Standards Act will not work more than six days in one calendar week. For purposes of enforcement of this policy, a calendar week begins on Sunday and continues through Saturday.

The only time an exception to this policy will be made is in an emergency situation and with the consent of the employee. Employees may consent to waive their rights with regards to

the Six Day Law, six (6) times in one year. Any time an employee works in excess of six days, a letter must be sent to the State of Illinois explaining reasons for non-compliance.

Extra Duty Pay

Extra Duty assignments are defined as functions which are substantially different from an individual's normal work assignment and completed outside of the hours of the individual's established day.

Each Extra Duty assignment will be outlined in an "Extra Duty Work Agreement" which describes scope of work, required deliverable(s), timeline and allowable expenses, if any. All payments will be made in a single lump sum payment at the conclusion of the activities. The I-KAN Regional Office of Education will pay 100% of the employer required contributions and employee contributions will be withheld from the employee's disbursement.

Reimbursed Business Expenses

The I-KAN Regional Office reimburses employees for certain expenses incurred while conducting company business out of the counties.

A maximum amount for each category will be set by the Regional Superintendent. If an employee is required to travel outside of Iroquois or Kankakee County on county business, the following is a list of eligible reimbursable expenses: (all expenses must be pre-approved).

- Mileage will be paid at the rate negotiated by the grant, program or budget for which travel is completed. This would include (for "County Employees") mileage from Kankakee County to Iroquois County locations that are not part of the employee's normal job description.
- Hotel bills not to exceed \$85.00 plus tax a night – rooms at a higher rate must be pre-approved before making the reservation. Employee should request the state rate when available.
- Meals up to \$50.00 per day
- Parking fees and tolls will be paid with receipts.
- Registration fees (if not prepaid)
- Other transportation costs if pre-approved by Superintendent
- A receipt for all expenses must be submitted.

The I-KAN ROE will **not** reimburse for the following:

- Personal phone calls

- Movie rentals
- Alcoholic beverages
- Cleaning
- Other personal expenses not listed in the approved reimbursements

All bills must be approved by the Regional Superintendent, or his/her designee or the specific Program Director. The Regional Superintendent, or his/her designee or the specific Program Director reserves the right to reject any or all expenses.

Registrations are usually paid in advance of attending seminar, workshop or conferences.

To receive payment for any reimbursed business expenses, the employee should complete the Reimbursement Claim for Payment Form.

Revenues/Expenditures

All transactions of the I-KAN Regional Office of Education are conducted in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in **Government Auditing Standards**, issued by the Comptroller General of the United States.

FEES/CHARGES FOR SERVICES

The I-KAN Regional Office of Education will charge reasonable fees for services, typically on a cost recovery basis. The fees are intended to maximize and diversify revenue sources and shall not result in denial of services based on inability to pay. Fees are typically only charged for Professional Staff Development workshops.

Fees will be charged at a reasonable rate to any person seeking information through the Freedom of Information Act as pursuant to State statutes.

PURCHASNG PROCEDURES

See the I-KAN ROE Finance Department for current purchasing procedures

ACKNOWLEDGEMENT OF FUNDING SOURCE

All documents/publications created under an agreement will contain an acknowledgement of the funding source.

SUPPLANTING OF FEDERAL MONIES

The I-KAN Regional Office of Education will use revenues received from various agencies to supplement other funds available for that targeted purpose and shall in no case supplant funds to achieve that purpose. The I-Kan Regional Office of Education will attempt to maximize revenues from all sources to maintain funded programs and

services in ways most cost effective.

ADMINISTRATIVE/FISCAL COMPLIANCE

All fiscal and programmatic records, supporting documentation, etc. required to be maintained by each funding source will be maintained in accordance with the requirements of that funding source and for a minimum period of five years, when no timeframe is imposed by the funding source. If any claim, litigation, audit, or other action has begun before the expiration of the five-year period, the records shall be retained until completion of the action and all pertinent issues.

Adopted May 14, 1999

Code of Employer-Employee Relations

It is the policy of the Iroquois-Kankakee (I-KAN) Regional Office of Education to implement fair and effective personnel policies for all employees under its supervision, and to require all employees to serve the organization's best interests.

1. The I-KAN Regional Office goals for employees include the following:
 - a) To provide equal employment opportunity and treatment regardless of race, religion, color, sex, age, national origin or disability;
 - b) To provide compensation and benefits commensurate with work performed;
 - c) To establish reasonable hours of work based on service needs;
 - d) To monitor and comply with applicable federal, state and local laws;
 - e) To be receptive to constructive suggestions that relate to the job, working conditions or personnel policies;
 - f) To provide appropriate means for employees to discuss matters of concern or interest with their immediate supervisor or program coordinator;
 - g) To perform duties of the job in an acceptable fashion; and
 - h) To encourage all employees to attend any educational seminars, workshops etc.
2. All I-KAN Regional Office of Education employees are expected to:
 - a) Deal with clients and associates in a professional manner;
 - b) Perform assigned tasks in an efficient and timely manner;
 - c) Be punctual;
 - d) Demonstrate a considerate, friendly and constructive attitude toward fellow employees;
 - e) Adhere to the policies adopted by the I-KAN Regional Office of Education.
3. The I-KAN Regional Office of Education retains the sole right to exercise all managerial functions including, but not limited to, the rights to:
 - a) dismiss, assign, supervise and discipline employees;
 - b) determine and change starting times, quitting times and working hours;
 - c) assign duties to employees in accordance with the agency's needs and requirements, and to carry out administrative and management functions.

4. All employees are hired with the understanding that the period of employment is for an indefinite length of time, and that employment may be terminated at the will of the employee or the employer at any time for any or no reason. The information in this employee handbook is not to be considered in any way a contract of employment.

Conduct/General Rules

It is the purpose of this policy to provide a framework for the proper conduct of I-KAN Regional Office employees while on the job. When an employee fails to follow these rules or disobeys his or her supervisor, that employee is subject to disciplinary action. It is further intended that discipline, where justified, is dealt with in a fair and equitable manner.

Employees may be disciplined and/or discharged for unsatisfactory performance or behavior, including but not limited to, the following:

- Repeated absenteeism or tardiness (see policies on Tardiness and Attendance)
- Leaving duty prior to the end of the shift without pre-approval
- Failure to complete duties as assigned
- Failure to request leave in the authorized manner
- Abuse of leave
- Failure to report absence from work in the authorized manner
- Discourtesy or disrespect to a member of the public, a county, state, or school official, or a fellow employee
- Any safety violation
- Use of profane or abusive language
- Gambling during working hours or on county property
- Failure to perform job at an acceptable level
- Failure to follow established policies

While this listing is not all inclusive, it is sufficient to illustrate the types of behavior that may indicate an improper attitude toward the job. Violation of more than one of the above mentioned offenses or similar offenses may lead to a stricter policy, even separation.

Typically, when disciplining an employee, the following steps will be followed:

First Offense - Correction

Correction: The Regional Superintendent and/or Office Manager verbally notify the employee of misconduct and warns the employee against recurrence.

Second Offense - Reprimand and Written Warning

Reprimand: The employee is presented with a written warning against a recurrence of the misconduct noted in the correction.

Third Offense - Disciplinary Action

Disciplinary Action: The Regional Superintendent and/or Office Manager verbally and in writing notify the employee of the disciplinary action that will be taken.

Fourth Offense - Separation

Separation: Employee is separated from employment with the I-KAN Regional Office of Education.

Violation of more than one of the above-mentioned offenses or similar offenses may lead to a stricter policy or possibly even separation.

Certain violations or rules are more serious than others. An employee may be **immediately terminated** for any of the following:

- Intoxication from alcohol or other substances while on duty
- Possession of weapons while on duty other than by authorized personnel
- Failure to follow a specific order by a supervisor
- Willful destruction or theft of office property and/or public records
- No report of absence (see policy on No Report)
- Fighting on County premises
- Willful misrepresentation or concealment of information
- Use of County/I-KAN equipment on private property for hire or gratuity
- Sleeping during working hours
- Threat of physical violence to any employee
- Harassment of other employees or members of the public (see Harassment Policy)
- Falsifying payroll records, mileage or expenditure reports
- Any gross misconduct as determined by the Superintendent that may not be listed above

While this listing of causes for separation is not all inclusive, it is sufficient to illustrate the types of behavior that may indicate improper conduct that will not be tolerated by the I-KAN Office.

All offenses shall be recorded in the employee's personnel file.

At the discretion of the Superintendent, this is the disciplinary program that will be followed unless the Superintendent determines that extenuating circumstances are present.

All conversations will be documented and will be included in the employee's personnel file.

Confidentiality of Records

The I-KAN Regional Office of Education recognizes the importance of their employee's rights to privacy as it relates to employment and medical records. This policy establishes confidentiality rules as it relates to employee records and recognizes the Human Resource Director as the Administrator of the employee's health fund.

The I-KAN Regional Office in conjunction with the Human Resource Director will maintain the following confidential files for their employees:

- Medical Insurance Files
- Payroll Files
- Personnel Files
- Placement Files
- Medical Files

All files are considered confidential and have limited access.

Access to insurance files and information on individual claims experience are limited to the employee, the Human Resource Director, the Employee Benefits Coordinator, or any I-KAN Administration employee who may be assisting or temporarily performing the duties of the Employee Benefits Coordinator. All Administration employees who have access to insurance information shall treat all information contained in files as confidential.

Payroll and general personnel files are confidential and should be treated as such. Wage information of an individual employee may be given to the following individuals: the employee, the Department Head or their appointee, the Auditor or their appointee, the Payroll Administrator or their appointee, the Human Resource Director or their appointee, a County Board member or outside auditors. Any other requests for wage information must be accompanied by either an employee's signature of release of information or a freedom of information request form. All other information contained in the Personnel file may be accessed by the employee or their appointee, the Payroll Administrator or their appointee, the Human Resource Director or their appointee.

Medical and placement records are considered confidential and access will be on limited need to know basis. Access is limited to the employee, the Department Head or their appointee, the Human Resource Director or their appointee or any Department Head or County Board Committee that is interviewing a current employee for a position appointed by that Department Head of County Board Committee. Any requests for information outside of this policy must be on the request form for information. Any requests for medical insurance information that allows the requestor to identify specific individuals shall be denied. The Human Resource Director will, except in the case of a request by a County Board Member, review the form and based on the information, approve or deny the request. If the request is denied, the requestor may appeal the decision to the County Board Automation-Personnel-Insurance Committee who will review the request and may either deny or approve the request. No other individuals, including County Board Members, shall have access to information from confidential files unless the request form has been completed and approved.

Confidentiality and Disclosure Provisions

All records and other information obtained by the Iroquois-Kankakee Regional Office of Education concerning persons served under any agreement is confidential pursuant to State and Federal statutes, regulations and administrative rules and shall be protected by the I-KAN Regional Office of Education from unauthorized disclosures. (Adopted May 14, 1999)

Nothing written in this policy shall prohibit the disclosure of information if within the guidelines of the Freedom of Information Act.

Conflict of Interest

The Regional Superintendent of Schools, the Assistant Regional Superintendent of Schools and certain employees of the I-KAN Regional Office of Education whose purchasing authority meet the criteria, will file a Statement of Economic Interest.

A Statement of Economic Interest will be filed with the Kankakee County Clerk by all I-KAN Regional Office of Education employees stating they do not have ownership in excess of \$5000 or receive dividends in excess of \$1200 a year from entities who do business with the I-KAN Regional Office of Education.

(Adopted November 2001)

Dress Code

It is the policy of the I-KAN Regional Office that all employees should dress in appropriate business attire.

All I-KAN Regional Office Employees are expected to dress in appropriate business attire during working hours. Department Head or Supervisor will be responsible for determining if their employees meet these expectations.

The following are a few guidelines which should be adhered to:

- All tops must cover shoulders
- All pants must be considered dress pants. Jeans, sweat suits or exercise wear is not acceptable (unless authorized by Department Head or Supervisor)
- No tight fitting or revealing clothing
- Tennis shoes are not the preferred choice of shoes

While this list is not complete, it provides some guidelines for employees. Department Heads may require additional dress codes. Any employee who does not meet the dress code will be sent home **on their own time** to change to appropriate clothing.

Exemptions from this policy will be permitted on individual circumstances or a particular work assignment.

Gift Ban Policy

No Regional Office of Education Board member or Employee shall solicit or accept a gift that he or she has reason to believe is offered in an effort to influence his or her official position.

The Regional Office of Education policy on *Limitations on Accepting Gifts* applies to board members and staff.

Limitations on Accepting Gifts

No Regional Office of Education employee or Board member shall solicit or accept a gift that he or she has reason to believe is offered in an effort to influence his or her official position or employment. This ban applies to spouses of, and immediate family members living with, a Board member or employee. The following are examples of **acceptable** gifts:

1. gifts from relatives or personal friends;
2. gifts from an employee or Board member to an employee or Board member;
3. gifts from students to teachers that have nominal value;
4. food, lodging, transportation, and other benefits:
 - resulting from outside business or employment activities, or
 - customarily provided by a prospective employer;
5. information or communication materials, such as books, articles, periodicals, audiotapes, or videotapes;
6. training (including food and refreshments);
7. personal hospitality;
8. free attendance at a widely attended forum, dinner, reception, or similar event if attendance is related to the individual's office or job;
9. commemorative items;
10. golf or tennis, food or refreshments of nominal value, and catered food or refreshments;
11. meals or beverages consumed on the premises from which they were purchased;
and
12. items of nominal value (such as T-shirts, mugs, candy, crafts or greeting cards).

The county of Kankakee Ethics Commission and the County of Iroquois Ethics Commission will serve as the I-KAN Regional Office of Education Ethics Commission. In the event that any Board member or employee is personally involved in a matter being investigated, he or she shall not serve on the Commission during such investigation. The Counties' Ethics Commissions shall have those powers and duties as described in the State Gift Ban Act for state-level ethics commissions, including the power to investigate complaints.

Anyone believing that this policy is or was violated is encouraged to file a complaint with the appropriate County Ethics Commission. The Commission will follow the procedures for handling complaints given in the State Gift Ban Act. The I-KAN Joint Education Committee,

as the ultimate jurisdictional authority, may take appropriate enforcement action, such as those described in the State Gift Ban Act.

LEGAL REF: 5 ILCS 420/4A-101, 420/4A-105, 420/4A-106, 420/4A-107, and 425/1 et seq., 50 ILCS 105/3. 105 ILCS 5/10-9.

CROSS REF: 5:130
2:100

* Each unit of local government must pass a policy prohibiting the solicitation and acceptance of gifts in a manner “substantially in accordance” with the state Gift Ban Act (P.A. 90-737, effective Jan. 1, 1999. 5 ILCS 425/1 et seq., and § 83). The policy must be adopted on or before July 1, 1999.

Adopted: June 24, 1999

Performance Appraisals

Each employee will be evaluated yearly by the Regional Superintendent (unless otherwise stipulated). The I-KAN Regional Office of Education supports the concept that performance evaluation focus on constructive criticism yielding individual professional development.

Evaluations will be done by the Regional Superintendent and/or his/her designee. Evaluations will be a written appraisal of each employee’s job performance. The evaluation process is an opportunity to review performance, identify opportunities for improvement, recognize achievements/progress and outline plans of action for training or other employee growth and improvement for the upcoming year. The written evaluation will be agreed to and signed by all participants. The final written evaluation will become a part of the individual’s personnel file.

Use of Telephones

While personal calls are discouraged, I-KAN Regional Office of Education employees are permitted to place and receive personal calls under a general policy of courtesy and common sense. Personal long distance calls will be charged back to the employee.

This is a privilege and not a right and may be withdrawn by the Superintendent or the employee’s Supervisor if abused through excessive use or if telephoning causes interference with work duties.

Work Related Injuries and Illness

It is the policy of the I-KAN Regional Office of Education to follow the Illinois Industrial Commission Guidelines as it relates to work related injuries and illnesses.

Whenever an employee is injured at work, they should immediately report their injury to the Supervisor. If medical treatment or time off from work is required, it will be the responsibility of the Supervisor to complete an Illinois Form 45 and send it to the Payroll Administrator within three (3) days of exposure. All determinations of compensability of an injury or illness will be made by the Workman's Compensation Insurance Carrier.

All employees who are injured on the job will be strongly encouraged to seek initial medical treatment from one of the two local hospitals Industrial Medical Programs. If the employee chooses not to seek initial medical attention with the Industrial Medical Programs at the local hospitals, the I-KAN Regional Office of Education and the Kankakee County Board may require a second doctors opinion before granting any benefits.

Smoking

In an effort to promote a smoke-free environment for I-KAN Regional Office of Education employees, the Kankakee County Board has adopted a smoking policy which prohibits smoking in all Kankakee County buildings and offices, dated April 9, 1991. This no smoking policy will extend to the I-KAN Regional Office of Education satellite office located in Iroquois County. Smoking is prohibited in all Kankakee County Buildings.

Smoking will not be tolerated inside the buildings. An individual violating this policy will be subject to the disciplinary procedures previously outlined.

Grievance Procedure

It is the policy of the I-KAN Regional Office to encourage and promote the prompt and equitable adjustment of employee grievances so that a harmonious and productive work environment is maintained. It is not necessary that the work situation actually be wrong, unjust, or unfair; it is only necessary that the employee perceive it to be so.

The word "grievance" shall be defined as a dispute or disagreement raised by an employee against the I-KAN Regional Office of Education. Grievances should be based on one or more of the following:

- A. Alleging discrimination by race, color, national origin, sex, age, religion, or disability;

- B. Alleging I-KAN Personnel Policy and Procedures, or any written Department Rules, or any contractual agreements were not followed or incorrectly interpreted;
- C. Alleging criminal fraud and/or abuse, or violation of a statute or Federal Law.

This definition does not foreclose any other options that an employee may have.

Grievances may be brought by any full-time or part-time employee of the I-KAN Regional Office of Education. In addition, any group of employees may file a class action grievance to correct an alleged wrong.

It shall be the responsibility of the Regional Superintendent or Office Manager to assure that grievances and related correspondence are properly recorded, forwarded to the appropriate persons, and filed within the department. No Department Head or Supervisor will deny any employee the right to take the grievance to the next authorized step in the grievance procedure when it cannot be settled to the satisfaction of the employee(s) at the lower level.

Complainants have the following rights in the grievance process:

- A. To file a written grievance.
- B. To communicate and seek advice from:
 - A supervisory or management official of higher rank than the employee's immediate supervisor;
 - Grievance officer as designated by the County Board to counsel on such matters;
 - Any other person of the employee's choice.
- C. Whenever possible, all hearings shall be scheduled during normal working hours. All employees properly appearing before the hearing body shall have such time considered hours of work (though not subject to overtime compensation).

STEP ONE - ORAL COMPLAINT: An oral complaint involves the following steps:

1. The employee shall orally discuss the complaint with the immediate supervisor within five working days of the alleged action.
2. The employee's immediate supervisor then has up to five working days to give an oral reply to the complainant. **Every effort should be made to resolve the complaint at this level.**
3. This discussion step may be repeated as often as necessary, particularly in larger departments, by contacting the next higher departmental authority for presentation of the complaint.

STEP TWO - INFORMAL CONFERENCE

1. If the employee is dissatisfied with the resolution suggested in the preceding

steps an additional oral conference may be requested to include the Department Head and Grievance Officer and any other person the employee chooses. This conference should be scheduled within five working days of the supervisory oral resolution.

2. The informal conference is a private meeting; however, notes should be taken of any testimony, discussion, and the recommended resolution. The Chairperson of the Personnel Committee and/or the County Board Chairperson may be included in the meeting, if agreed upon by all parties involved. The Grievance Officer will be responsible for taking notes of the meeting. After participating in the conference, the Department has five working days to reply to the complainant in writing.
3. If the employee is dissatisfied with the recommended resolution, he should reduce the complaint to writing and proceed to Step Three. The written complaint becomes part of the documentation of the Formal Hearing.
4. If the complaint has been resolved at the informal level, the written record is sealed and retained in the Regional Office for twelve months from the date of the informal conference.

STEP THREE – A WRITTEN (FORMAL) GRIEVANCE PROCEDURE may be initiated where the informal complaint steps have failed to resolve the complaint in a manner satisfactory to the grievant or following any adverse action. Formal Grievances and final resolution shall be completed within sixty calendar days after the filing of the formal grievance.

1. A written request for a formal hearing should be filed with the grievance officer within five working days after conclusion of Step Two. The request should set forth the nature of the grievance, the facts upon which it is based, the action that the grievant requested, and the basis for appeal.
2. The grievance officer shall notify the County Grievance Committee within five working days after the receipt of the request for formal hearing that such request has been made and that a formal hearing is scheduled. The Grievance Officer shall serve as the technical advisor to the committee.
3. The County Grievance Committee is appointed by the County Board Chairperson and shall consist of three members: one elected Department Head, one non-supervisory employee with two years of continuous service with the County, and one County Board Member (other than the Chairperson of the County Board) who shall serve as Chairperson on an as needed basis.
4. A committee member may voluntarily disqualify himself from a particular case where the member cannot be impartial, or is unavailable for service.
5. Upon receipt of notification from the Grievance Officer that a Formal Hearing has been requested, the Chairperson of the County Grievance Committee shall schedule the hearing to be held within twenty working days.
6. The Grievance Officer will be responsible for notifying all parties in writing at least

five working days prior to the hearing along with a copy of this policy.

GRIEVANCE GUIDELINES

- Other "interested parties" can apply for notice participation when allowed.
- Grievant has the right to present testimony, to bring witnesses and records, to be represented, to present arguments and question witnesses or parties, and have documents produced.
- Grievant may withdraw the request for a Formal Hearing in writing any time prior to the start of the hearing.
- A written request to reschedule the hearing for good cause may be made by the grievant or his/her representative up until three working days preceding the original hearing date.
- Both parties may retain attorneys at their own expense. (Notification that legal counsel has been retained **by either party** must be made to the other party at least ten days prior to the hearing date.)
- The grievant may have a representative other than an attorney at his own expense.
- Whenever possible, the hearing shall be scheduled during normal working hours.

The Chairperson of the Kankakee County Grievance Committee shall be responsible for the conduct of the hearing. The hearing will be conducted informally in that the technical rules relating to evidence and witnesses will not control. Any relevant evidence will be admitted if it is the type of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of such evidence over objections in a court of law. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence, but it is not sufficient in itself to support a finding, unless it would be admissible over an objection in a civil action. However, the quantity of evidence required to support a decision on an issue should be sufficiently credible that a court, upon reviewing the decision, would conclude that it is supported by a preponderance of the evidence.

The Chairperson of the County Grievance Committee will ascertain that all three (3) committee members are present and will begin the hearing by summarizing the records and issues and explaining the manner in which the hearing will be conducted, making sure that everyone involved understands the proceedings. This explanation will be adapted to the needs of the specific situation.

The committee will take testimony under oath. The purpose of the hearing will be to determine, based upon the totality of the circumstances:

1. Whether the request for the hearing was timely made and applicable procedures were followed.
2. Whether the preponderance of the evidence support the position adverse to the grievant.

The Chairperson of the County Grievance Committee determines the order of presentation at the hearing.

The committee will obtain the maximum amount of information as is reasonable under the circumstances for the record.

The committee may attempt to negotiate a resolution of the issue at any time prior to the conclusion of the hearing.

Those portions of the hearing which fall within a statutory exception to the Open Meetings Act (Ill. Revised Statutes, Chapter 102, Section 42, as amended) shall not be open to the public.

The parties can present documentary evidence and the grievant can have relevant records or documents kept in the ordinary course of business produced at the hearing.

No power to issue subpoenas exists. County employees shall attend and give what information or evidence they have as part of their employment. Willfully giving false or misleading evidence or refusing to appear may be grounds for dismissal of County employees. There will be an opportunity to question any party that was a witness.

On the date set for the hearing, all parties involved will be expected to be ready to proceed at the hour set and any failure to be prepared to proceed at that time may be deemed by the committee to be an admission by the unprepared party that the party's case is not meritorious and that a decision should be rendered against that party. If the party against whom the decision was thus rendered offers, within ten (10) calendar days of the decision, an explanation satisfactory to the committee, the committee may set aside its decision and reschedule the hearing.

The decision of the County Grievance Committee shall be based on the majority vote and the decision shall be given in writing to the parties within five (5) working days after the hearing. The decision should be written in clear, simple, non-technical language and will include the following information:

1. a list of the attendees at the hearing;
2. a clear and concise statement of the issues;
3. the findings of facts, based on the entire record as disclosed at the hearing;
4. the opinion and reasons for the decision;
5. the conclusion based on the findings of fact and opinion, indicating the final judgment of the County Grievance Committee on the issues involved and pronouncing the action involved.

The County Grievance Committee shall approve or disapprove an action of a Department Head. It may recommend reinstatement of an employee or may recommend other action to the appropriate County Board Committee, and Department Head.

A record will be made of the proceedings of the Formal Hearing and shall be retained in the office of the County Board.

Criminal Fraud or Abuse

Grievances involving allegations of criminal fraud and/or abuse will be turned over to the Kankakee County States Attorney's Office for determination of any criminal activity. If any criminal activity is found, grievance procedures under this section will be stayed pending the adjudication in the courts. If criminal activity is not found, procedures described in this section will be followed.

Miscellaneous Provisions

The Kankakee County Grievance Committee, acting in its discretion, shall hear and may act upon any grievance declared by the committee to be serious and appropriate for committee action, with binding or advisory effect, as it sees fit.

- Upon mutual agreement, time limits established may be waived.
- The informal Grievance Procedure shall be private and considered to be internal to the department.
- This Article does not apply to:
 1. Issues subject to final administrative review outside County government.
 2. Non-selection for a promotion or merit salary increase from a group of properly ranked and certified candidates

SEPARATION

Retirement

An employee, who meets the eligibility requirements set forth by IMRF and is planning on retiring, should contact the IMRF Authorized Agent at least four (4) months prior to their anticipated retirement date. The Payroll Administrator will prepare the necessary IMRF paperwork, obtain from IMRF a pension estimate, and brief the employee on how to apply for Social Security Benefits, if applicable.

An employee's extended illness bank will be applied to their IMRF for pension credit. Upon separation, employees will receive payment for all unused and accrued vacation time. Any employee that is eligible for COBRA or Continued Health Insurance may apply for continued medical insurance. The cost for Continued Health Insurance will be based on the average cost of the medical insurance to the County. The cost for Cobra will be 2% above the cost. Failure to make payments will result in loss of coverage.

Any insurance that the employee is currently enrolled in may be extended through COBRA. For further information please see the Employee Benefits Coordinator in the County Board Office. Employees may also continue their IMRF Optional Life Insurance by having payroll deductions taken from their IMRF retirement checks.

Separation Other Than For Retirement

All I-KAN Regional Office of Education employees who terminate from the ROE are eligible to receive payment for all accrued and unpaid vacation and compensation time on the payroll records.

Employees who have insurance through the County may continue their coverage at the employee cost until the end of the month in which they separated. However, the individual must physically work during that month in order to be eligible for the continued medical coverage for the rest of the month.

Employees who are currently enrolled in the County Insurance Plans will be given the option of continuing their coverage through COBRA if they meet COBRA eligibility requirements. The cost of the insurance will be based on the cost to the County plus two percent.

Employees may withdraw their IMRF contributions if the following conditions are met:

- the employee is not transferring to another IMRF employer
- the employee is not working for another IMRF employer

Employees may choose to leave their contributions in the IMRF fund, transfer funds to an IRA or withdraw the funds. The separation fund is a refund of the employee's own IMRF contributions. No interest is paid with a separation fund nor is the employer IMRF contributions refunded to the employee. Employees with eight (8) years of service are vested in the Fund and are eligible to receive a pension if they do not withdraw the money. An employee withdrawing the money is subject to paying income tax on the money as well as any penalties outlined by the IRS.

Resignation

Resignation from employment should be in written form and submitted to the Superintendent. Employees are requested to provide notice of resignation at least two weeks prior to leaving but preferably up to one month prior to leaving.

Reduction In Work Force

The Superintendent may reduce the work force in the ROE office by laying off an employee, or group of employees, due to the elimination of a position or positions, shortage of work or funds, or other reasons outside of the employee's control which do not reflect discredit on the work performance of the employee.

To insure that employees are given adequate notice and are treated in a fair and consistent manner the following guidelines will be followed:

- The order of terminations will be established by the Regional Superintendent on the basis of the needs of the office;
- Consideration shall be given to both the seniority and relative merit of the persons considered for termination;
- Seasonal part-time, temporary part-time, and probationary employees in a class of positions shall be terminated before other persons in the class are terminated;
- The affected employees shall be notified in writing as quickly as possible, and in no event less than fourteen (14) days before the action takes place;
- Employees terminated under this section may be eligible to receive Unemployment Compensation and will be informed of that fact by the I-KAN Regional Office;
- Employees affected by action under this section are eligible for all compensation due in the same manner as an employee resigning under favorable conditions;
- A copy of the circumstances shall be retained in the employee's personnel file.