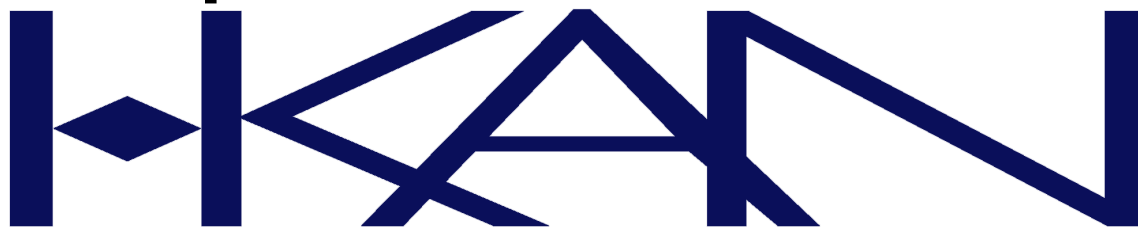


Iroquois - Kankakee



Regional Office of Education

Employee Handbook

Revised January, 2025

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BENEFITS

Health Insurance

The Iroquois-Kankakee Regional Office of Education (I-KAN ROE) offers a medical benefit package for eligible employees and their dependents that meet eligibility requirements. Also included in the health insurance plan is a term life insurance policy for the employee.

Eligibility

Any employee working more than 30 hours per week.

Waiting Period

- First of the month following a 60 days waiting period.
- 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 Human Resources (HR) Representative 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 plan would otherwise end. Human Resources can provide more information regarding these rights. Upon request, Kankakee County HR department will provide written notice to employees or covered family members that describes rights under COBRA.

Dental/Vision/Life Insurance

Eligible employees may enroll in dental/vision/life insurance programs offered as part of the benefit package prepared by the County of Kankakee.

Eligibility

Any employee working more than 30 hours per week.

Waiting Period

- First of the month following a 60 day waiting period.
- Employees must enroll within 30 days from their first day of employment.
- Employees may also enroll at time of open enrollment.

Cost

Premiums paid by the employee. Rates will vary on a yearly basis. See the HR Representative for current rates.

Flexible Spending

Flexible Spending allows employees to use pre-tax dollars to pay for items such as medical premiums, unreimbursed medical expenses, (e.g., 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

Any employee working more than 30 hours per week.

Waiting Period

- First of the month following a 60 day waiting period.
- Employees must enroll within 30 days from their first day of employment.
- Employees may also enroll at time of open enrollment.

PENSIONS

Illinois Municipal Retirement Fund (IMRF)

IMRF offers disability insurance, life insurance and pension plan.

Eligibility

Full-time employees and part-time employees who work a minimum of 1,000 hours are automatically enrolled in IMRF. All employees hired before January 1, 2011 or who have pre-existing creditable service with a reciprocal pension system prior to January 1, 2011 are considered Regular Tier 1. Employees hired on or after January 1, 2011 participate in Regular Tier 2.

Waiting Period

None for employees who meet the eligibility requirements.

Cost

4.5 percent of an employee's salary.

IMRF Retirement Benefits

More detailed information can be found at www.imrf.org or in your IMRF packet received at time of enrollment.

Teachers Retirement System (TRS)

Eligibility

All licensed positions, both full-time and part-time, are required to participate. All employees hired before January 1, 2011 or who have pre-existing creditable service with a reciprocal

pension system prior to January 1, 2011 are considered Regular Tier 1. Employees hired on or after January 1, 2011 participate in Regular Tier 2.

Waiting Period

None for employees who meet the eligibility requirements.

Cost

TRS - 9.0 percent of an employee's current salary, any changes will be effective July 1st.

THIS - 1.24 percent of an employee's current salary, any changes will be effective July 1st.

TRS Retirement Benefits

More detailed information can be found at www.trs.illinois.gov or in your TRS packet received at time of enrollment.

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 I-KAN ROE
- Financial hardship
- Meeting retirement qualifications

Eligibility

Any employee working more than 30 hours per week.

Waiting Period

- First of the month following a 60 day waiting period.
- Employees must enroll within 30 days from their first day of employment.
- Employees may also enroll at time of open enrollment.

Cost

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

American Family Life Assurance Company (AFLAC)

I-KAN ROE employees may enroll in a supplemental medical insurance program.

Eligibility

Any employee working more than 30 hours per week.

Waiting Period

- First of the month following a 60 day waiting period.
- Employees must enroll within 30 days from their first day of employment.

- Employees may also enroll at time of open enrollment.

Cost

Premiums paid by the employee. Rates will vary on a yearly basis. See the HR Representative for current rates.

Vacation (For those employees who explicitly have vacation included in their Contract)

The I-KAN ROE 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 HR representative or Director for approval. The HR representative or 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 requests for vacation days as necessary to fulfill that responsibility.

Vacation time for full-time employees will be negotiated and defined in their yearly 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 is to be used during the employment year. Due to the workload in a specific job, the Regional Superintendent may grant an extension of vacation. No more than 5 days will be extended into the next contract year. The extended vacation time must then be used within the first month of the new contract year.

An employee who separates from the I-KAN ROE is entitled to full payment of unused vacation.

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

The HR Representative and/or Finance Office Administrator 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. If more than one employee requests the same dates, the Director 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 increments.

Vacation Transfer (Effective FY24)

Year-End Transfer: At the end of the fiscal year (June 30), employees will be allowed to transfer a maximum of ten (10) unused vacation days to their sick leave bank.

Transfer Limitations:

- Only unused vacation days are eligible for transfer
- Vacation days used throughout the year cannot be transferred
- The maximum transfer is capped at 10 days

Approval Process:

- Employees who wish to transfer vacation days to their sick leave bank must submit a written request to the Regional Superintendent by May 1st. The Regional Superintendent will review the request and confirm the transfer days based on eligibility.

Holiday Pay

Holiday Pay is a benefit addressed in employee work agreements. Prior to the beginning of a new calendar year, the Kankakee County Board and the Chief Judge will declare the holiday schedule for the following year. The I-KAN ROE will abide by the holidays set forth by the Kankakee County Board for any employee whose work agreement includes a benefit of holiday pay. An exception would be I-KAN ROE Programs that, in the interest of education, adopt an alternative calendar. Specific information will be included in these employees' work agreements.

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 ROE 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 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 will be granted for full-time employees only. Sick day benefits are defined in the employee's work agreement. The sick days are available on the first day of that work agreement unless otherwise noted. The following is a standard schedule for sick days:

After six months of continuous service:	5 sick days (to be used until the employee's first anniversary)
After 1 year of continuous service:	5 sick days (to be used until the employee's second anniversary)
After 2 - 5 years of continuous service:	10 sick days
After 5 years of continuous service:	15 sick days

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 employee's 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 Director.
4. An absence of three working days or longer requires a physician's statement of release and verification substantiating that the employee may return to work. In addition, a Director 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 Regional Superintendent or HR Representative no less than 24 hours in advance.
6. Directors 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 Director falsely certifying sick leave allowance for absence from work may be subject to disciplinary action.
8. Upon termination from the I-KAN ROE, 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, sick days are accumulated up to 240 days.

Excessive Sick Time

Once an employee accumulates 240 sick days in their sick bank, the I-KAN ROE will pay the employee twenty (20) percent of the value of their unused sick days in excess of 240 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 ROE provides a minimum of one personal day per contract year for all full-time employees. The Regional Superintendent has the right to allow additional personal days as he/she determines appropriate. Employees who have accumulated in excess of 55 sick days, may convert three sick days into three personal days per year.

All personal day requests should be made in advance to the Director. It will be the discretion of the Director 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, the decision will be based on seniority.

Personal days will not be payable upon separation from the I-KAN ROE. Unused personal days will convert to sick days at the end of a contract year. Personal days must be recorded in no less than ¼ day increments.

Bereavement Pay

Full-time employees will be given **up to** three (3) days of paid time off if a member of their immediate family passes away. For purposes of this policy, immediate includes the employee's spouse or any of the following of either the employee or their spouse: mother, father, sister, brother, child, grandchild, grandparent, stepparent or stepchild. These days will be reported on the employee's timesheet.

Employees may use up to three (3) days of other time accrued (vacation, personal or sick bank) to attend services for other family members or friends. The employee should ask for approval from their Director or appointed designee. The I-KAN ROE reserves the right to ask the employee for written verification of funeral arrangements for the deceased.

Leave of Absence (including FMLA)

This policy 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.

Any employee who has worked 1,250 hours in the previous twelve months will be eligible for FMLA benefits.

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 sick time bank, will be allowed a leave of absence in the amount of their sick time.

As long as an employee is receiving sick time pay, 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 (if applicable under the sick time policy), and compensatory time.

An 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 Director, in consultation with the Human Resource representative, may require the employee to get a second opinion from an independent medical provider. 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 binding. The I-KAN ROE will be responsible for paying for both the second and third opinions.

The I-KAN ROE will provide an intermittent or 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 Director may temporarily transfer an employee who is on a

reduced or intermittent leave to another available position with equivalent pay and benefits that better accommodates the employee's need for reduced 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.

An employee whose spouse also works for the I-KAN ROE will be limited to a combined total of 12 weeks of leave if the leave is for the purpose of caring for a parent or caring for a healthy new infant or adopted baby.

If the employee on an approved leave of absence is currently enrolled in any I-KAN ROE 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 a 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 I-KAN ROE for any premium payments made by the I-KAN ROE 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 I-KAN ROE to join a branch of the United States Armed Service or is drafted into the Armed Services, the I-KAN ROE will assure that if that employee makes a written application to return to the employment at the I-KAN ROE 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 the Regional Superintendent. Only one request per 12 months will be considered. It will be at the discretion of the Regional Superintendent as to whether or not to grant unpaid leave. If a leave is granted, the Regional Superintendent must notify the Payroll Department in writing.

Pregnancy Rights Notice

If you are pregnant, recovering from childbirth, or have a condition related to pregnancy, you have the right to ask for a reasonable accommodation. This includes bathroom breaks, assistance with heavy lifting, a private space for expressing milk, or time off to recover from the pregnancy. For more information regarding your rights on Pregnancy in the Workplace, download the Illinois Department of Human Rights fact sheet at www.illinois.gov/dhr, or refer to the posted "Pregnancy Rights Notice."

COMPENSATION

Payroll

This policy will outline the procedures for the I-KAN ROE's semi-monthly payroll.

Payroll time sheets must be completed by the employee and then signed by the appropriate Director. 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 by the 15th and the last day of every month. **CHECKS WILL NOT BE GIVEN OUT EARLY.** All employees will have their payroll checks direct deposited. Pay vouchers will be available to employees in the Employee Portal.

Overtime/Compensatory (Comp) Time

It is the policy of the I-KAN ROE 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 Regional Superintendent or HR Representative, 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 comp time for these hours. The decision on what form of compensation used must be mutually agreed upon by the employee and the Director.
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 Director 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 comp time:

1. All comp time must be pre-approved by the Director and/or Regional Superintendent
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 ROE.
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 a meeting, meet with a client, set up for a 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 ROE, the employee will be paid for all comp 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 pre-planned overtime must be approved by the Director and/or Regional Superintendent.

- Any full-time I-KAN ROE employee who is paid on an hourly basis may use comp time, unless otherwise stated in a work agreement and with approval of his/her supervisor.
- Any work for which an employee receives any additional monetary compensation cannot be claimed for comp time.
- An employee should not claim comp time for such things as organizing his/her files, filing, cleaning, etc. If the employee chooses to work overtime or work on a weekend that is on his/her own time.
- All comp time should be used within the week it is earned but must be used within 30 days.

ELECTRONIC ACCESS

Acceptable Use Policy

All I-KAN ROE employees who are assigned an email account and/or use of the Internet on a company computer sign an acceptable use policy as part of their work agreement.

Each employee must sign an authorization as a condition for using the I-KAN ROE's Electronic Network connection before being granted unsupervised access.

Use of I-KAN Computers

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

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

No I-KAN ROE 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 ROE unless an authorized license to load, duplicate, or make use of said software has been properly obtained.

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

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

Passwords

- Passwords must be at least 8 characters in length (longer passwords and passphrases are strongly encouraged)
- Passwords must not be shared with anyone, including coworkers and directors (with exception for support purposes for the I-KAN ROE Technical Director), without the written consent of the Regional Superintendent
- Passwords must not be revealed or sent electronically
- When configuring password "hints," do not hint at the format of your password (e.g., "zip + middle name")

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 a year and has benefits of holiday pay and vacation time. Other employees have “day counting” contracts and are considered full-time employees when the length of their contract is at least 183 days per contract year. Employees with “day counting” contracts do not have the benefit of holiday pay or vacation time. 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, and deferred comp. Part-time employees are not eligible for holiday pay, sick time, vacation time, or medical insurance.

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

Employment At-Will

I-KAN 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 the I-KAN ROE is voluntary. Employees voluntarily chose to work for the I-KAN ROE and are free to resign. Similarly, the I-KAN ROE 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 ROE 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 ROE 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 the Human Resource representative or Director, who is the Equal Employment Officer.

Drug Free Workplace

It is the policy of the I-KAN ROE, 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 unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance while on the premises or while performing work for the ROE.
- The distribution, consumption, or possession of open alcohol, cannabis, or THC containing products or being under the influence of alcohol, cannabis or THC while on the I-KAN ROE premises or while performing work for the I-KAN ROE.

As a condition of employment, each employee shall agree to notify his or her Director of his or her conviction of any criminal drug statute for a violation occurring on the I-KAN ROE premises or while performing work for the I-KAN ROE 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 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 I-KAN ROE 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 shall notify the appropriate federal agency from which the I-KAN ROE receives grant monies of this employee's conviction within ten (10) days after receiving notice of the conviction.

The I-KAN ROE 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.

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

Hiring Procedures

Whenever the I-KAN ROE has an approved opening, a job notice will be posted online.

Normally, the job must be posted for five working days. In an emergency situation, the job notice may be posted for a lesser amount of time. Other means of advertising the position may also be used as needed.

The posting should include the following:

- Timeline
- Job description (if available) or any information about the open position
- Department
- Classification of position (Full/Part-Time, Exempt/Non-Exempt)

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

In no case should an individual be hired or promoted to a position in which their Director 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 I-KAN ROE, as a general hiring practice, discourages nepotism in hiring. An I-KAN ROE Director, without prior approval of the Regional Superintendent, should not hire any relative of any employee at the I-KAN ROE.

Probationary Period

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

The Regional Superintendent 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 Regional Superintendent may also recommend extending the probationary period. After satisfactory completion of the

introductory evaluation, the staff member will be evaluated on an annual basis. Licensed educators may be evaluated on a biennial basis upon approval of the Regional Superintendent.

Inspection of Personnel Records

In accordance with the Illinois Employee Records Act, all I-KAN ROE personnel 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 Regional Superintendent and/or his/her designee and the following procedures will be followed:

The Regional Superintendent or his/her designee 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 ROE 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 Regional Superintendent or his/her designee.
- The employee may copy material maintained in the employee's record. The first ten (10) copies are provided free of charge. Any copies in excess of ten (10) 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 ROE, 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 file prior to release, unless the release is ordered in legal action or arbitration.

OPERATIONS

Anti Harassment

The I-KAN ROE is committed to maintaining a work environment that is free of discrimination for all employees. Harassment of I-KAN ROE 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 an employee feels he/she has experienced or witnessed harassment, they are to notify immediately either the Director, HR Representative, or the Regional Superintendent. It is our policy that the Regional Superintendent or designee will investigate all complaints thoroughly and promptly unless one of those individuals is accused of being the harasser. (In this situation, the Director or HR representative 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.

Sexual Abuse and Molestation Prevention Policy

I-KAN Regional Office does not tolerate sexual abuse or molestation in the workplace or at any activity sponsored by or related to it. Sexual abuse or molestation takes the form of

inappropriate sexual contact of a criminal nature or interaction. Sexual abuse includes sexual assault, physical assault such as rape and sexual battery, exploitation, molestation or injury.

I-KAN ROE provides procedures for employees to report such abuse and disciplinary penalties for those who commit such acts. No employee, no matter his/her title or position, has the authority to commit or allow the commission of sexual abuse or molestation.

I-KAN ROE has a zero tolerance policy for abuse, sexual abuse and molestation and will not tolerate this mistreatment or abuse. Any mistreatment or abuse by an employee will result in disciplinary action, up to and including termination of employment. I-KAN ROE will fully cooperate with law enforcement throughout the investigation and resolution of mistreatment or abuse incidents.

The I-KAN ROE physical contact policy promotes a positive environment while protecting employees and those it serves. I-KAN ROE encourages appropriate physical contact and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by employees toward others will result in disciplinary action up to and including termination. I-KAN ROE's policies for appropriate and inappropriate interactions includes, but are not limited to:

Appropriate interactions: side hugs, shoulder to shoulder hugs, pats on the shoulder or back, handshakes, high-fives, touching hands, shoulders and arms and arms around shoulders. Inappropriate physical interactions include full frontal hugs, kisses, showing affection in isolated areas or while one-on-one, lap sitting, wrestling, piggyback rides, tickling and any form of affection that is unwanted by an employee.

One-on-one interactions with the public and youth should only occur during programming under authorized circumstances. In situations where one-on-one interactions are authorized, employees should observe the following guidelines to limit the risk of abuse or false allegations of abuse:

- Meet in a public place where you are in full view of others.
- Avoid physical interactions and/or affection during one-on-one interactions at all cost.
- If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
- Inform other employees that you are alone with a student the organization serves and encourage them to randomly drop in or pass by the interaction.
- Ensure one-on-one interactions occurring behind closed doors are scheduled in advance, occurring in a room with a window or glass in the door and/or are communicated with your director.
- Ensure one-on-one interactions are documented, especially if behind closed doors. Keep documentation of these meetings and share with your director.

- Document and immediately report any unusual incidents, including unusual incidents, including physical interaction, disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries or any interactions that might be misinterpreted or that made you uncomfortable.

Reporting procedure: Any employee who feels they have been a victim of sexual abuse or misconduct or learns of an incident of sexual abuse being committed must immediately report it to their director, Regional Superintendent, Assistant Regional Superintendent or Executive Assistant. I-KAN ROE will investigate all allegations of misconduct. Any incident of sexual abuse reasonably believed to have occurred will be reportable to the appropriate law enforcement and regulatory agencies. Upon completion of an investigation, disciplinary action up to and including termination of employment, as well as criminal prosecution may result.

If there is a report or incident of sexual abuse or molestation, the Regional Superintendent of Schools will be responsible for conducting an internal review or investigation of the circumstances surrounding the allegation or incident of abuse. In the case of potential sexual abuse or molestation, I-KAN will conduct an internal review or investigation only after reporting to the civil authorities and with their consent. If the authorities investigate, I-KAN ROE will cooperate fully with them and will not take any steps that may interfere with said investigation. I-KAN ROE prohibits retaliation made against any employees who reports a good faith complaint of sexual abuse or who participates in any related investigation.

I-KAN ROE requires employees are trained on the following foundational abuse prevention topics including I-KAN's policies related to preventing and responding to abuse and the Illinois Mandated Reporter Training. All employees receive this training upon hire. I-KAN ROE keeps documentation of training records for all employees. Yearly, all employees are required to complete Sexual Harassment Mandated Training through the Ed Leaders Network. The I-KAN ROE executive assistant collects their completion certificates for their employees file.

Employees receiving information related to the I-KAN Regional Office of Education Sexual Abuse and Molestation Prevention Policy must submit an acknowledgement form to the I-KAN ROE that they have read and understand this and all policies

No Report of Absence

All employees must report absences to their Director 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 ROE understands that there may be a few times this may not be practicable. Any employee who does not report to work or notify the appropriate Director of his/her absence by one

hour after the start of their shift will be considered a "No Report." If the employee is unable to contact the Director, the employee may call the main office number (815-937-2950) and report the absence to a staff member. Unless extenuating circumstances exist, as determined by the Director, the following procedures will be followed:

One day - reprimand, warning and program

Due to the seriousness of the situation, an employee will receive a warning 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.

Tardiness

The I-KAN ROE 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 Progressive Disciplinary procedure will 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 employee's personnel file.

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, personal or vacation time. When programs serving schools, students and others are canceled in an emergency situation, the program calendars will be adjusted to accommodate the closure. Full-time employees who are granted vacation days may be sent home or asked to not report in emergency situations without impact to their sick/personal/vacation bank.

Jury Duty/Court Appearances

Upon notice to the Regional Superintendent, full-time or part-time employees shall be permitted authorized absence from their job for appearance in court because of jury service, 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 HR Representative who will forward it to the Payroll Administrator and the employee will be required to reimburse the

I-KAN ROE for any payment of time received for service to the courts. Mileage payments are not payable to the I-KAN ROE. The employee will report to work on days when not required to be in court.

Attendance in court in connection with the employee's official usual duty or in connection with a case in which the I-KAN ROE is a party, together with travel time necessarily involved, shall not be considered absent 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 ROE is not a party.

As ruled by the Chief Judge on July 13, 1999, Directors 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 the appropriate individual. He/she will then have a judge review the request.

Hours of Work

The I-KAN ROE Programs may have individual calendars and work hours which are set by the Directors and approved by the Regional Superintendent. Variations from the established schedule must be authorized by the Regional Superintendent.

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 ROE 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 the 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 ROE 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 ROE 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 ROE 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 mileage from Kankakee County to Iroquois County locations that are not part of the employee's normal job description.
- Meals will be paid at the rate based on the per diem policy.
- Hotel/Lodging should be pre-approved by the Director. Employees should request the State Rate when available. Rooms at a higher rate must be pre-approved before making the reservation. Make sure you bring a copy of the State Rate Lodging Letter with you. Your Director should provide you with this form.
- Parking fees and tolls will be reimbursed with proper receipts.
- Registration fees, if not prepaid. Registrations are usually paid in advance of attending seminars, workshops or conferences.
- Other transportation costs if pre-approved by the Regional Superintendent.

An itemized receipt for all expenses must be submitted. The I-KAN ROE cannot reimburse you for an expense that is not itemized e.g., a restaurant receipt that only shows the total charged to your credit card).

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, his/her designee, or the specific Director. The Regional Superintendent, his/her designee, or the specific Director reserves the right to reject any or all expenses.

Hotel Reimbursement

Hotel reservations made by our office will be secured with the I-KAN ROE credit card. However, when checking in at the hotel, individuals will be required to pay for their accommodations with their personal credit card. They will be reimbursed as soon as the claim is submitted with proper receipts to the finance office. Prior to any travel, directors are to verify that their staff are aware of this requirement.

Each employee is responsible for completing the Claim for Payment form and submitting it with the Director's approval. Claims should be submitted within 30 days of travel.

Code of Employer-Employee Relations

It is the policy of the I-KAN ROE 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 ROE 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 Director;
 - g) To perform the duties of the job in an acceptable fashion;
 - h) To encourage all employees to attend educational seminars, workshops, etc.

2. All I-KAN ROE employees are expected to:
 - a) Treat 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 ROE.

3. The I-KAN ROE 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.

Procedures of Progressive Discipline

It is the purpose of this policy to provide a framework for the proper conduct of I-KAN ROE employees while on the job. When an employee fails to follow the code of employee-employer relations, adhere to expectations addressed in the employee handbook, or disobeys his or her Director, that employee is subject to disciplinary action. It is further

intended that discipline, where justified, is dealt with in a fair and equitable manner. Discipline may be accelerated at the discretion of the Regional Superintendent

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

First Offense - Correction

Correction: The Regional Superintendent and/or HR Representative 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 HR Representative 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 ROE.

An action or behavior that is not consistent with the code of employee- employer relations, that does not meet expectations addressed in the employee handbook, or violates a directive of a supervisor may lead to a stricter policy or possibly even separation.

Certain violations of 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 Director
- Willful destruction or theft of office property and/or public records
- No report of absence (see policy on No Report)
- Fighting on office premises
- Willful misrepresentation or concealment of information
- Use of I-KAN ROE equipment 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 Regional 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 ROE.

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

At the discretion of the Regional Superintendent, this is the disciplinary program that will be followed unless the Regional 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 ROE recognizes the importance of their employees' rights to privacy as it relates to employment and medical records. This policy establishes confidentiality rules as it relates to employee records.

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

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

All files are considered confidential and have limited access.

Conflict of Interest

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

A Statement of Economic Interest will be filed with the Kankakee County Clerk by the above mentioned I-KAN ROE 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 ROE.

Conflict of interest means a situation that arises when a person in a position of authorization over an organization may benefit financially from a decision made in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated.

Conflict of interest policy

Prohibited Payments. Payments made by employees of the I-KAN Regional Office of Education under this Agreement must not be used to compensate, directly or indirectly, any person currently holding an elective office in this State including, but not limited to, a seat in the General Assembly. I-KAN ROE employees must request permission from the Regional Superintendent to

compensate, directly or indirectly, any person employed by an office or agency of the State of Illinois. An instrumentality of the State of Illinois includes, without limitation, State departments, agencies, boards, and state universities. An instrumentality of the state of Illinois does not include, without limitation, units of local government and related entities. (Added 8.24)

Dress Code

While it is the intent of the I-KAN ROE that all employees dress for their own comfort during work hours, the professional image of our office is maintained, in part, by the image that our employees present to customers, vendors, and other visitors. All employees should practice common sense rules of neatness, good taste, and comfort. These are the factors that employees should take into consideration when determining appropriate dress:

- The nature of their work;
- Safety considerations, such as necessary precautions when working near machinery or in a hazardous work area (employees will be required to wear proper safety equipment at all times, without exception for any reason);
- The nature of their public contact, if any, and the normal expectations of outside parties with whom they will work;
- The prevailing dress practices of other workers in similar jobs.

On approved casual days, employees may dress in casual clothing, including blue jeans, although dress standards still require a neat, clean appearance. Employees meeting with customers or clients should wear appropriate business attire if required by their Director. For all employees, professional appearance also means that the I-KAN ROE expects you to maintain good hygiene and grooming while working. If employees require reasonable accommodation regarding their dress for bona fide health and/or religious reasons, they should contact the Regional Superintendent to discuss an exception to the personal appearance guidelines. Unless it would constitute an undue hardship or safety hazard, the I-KAN ROE will accommodate such requests. The I-KAN ROE reserves the right to determine appropriate dress at all times, and in all circumstances, and may send employees home to change clothes should it be determined their dress is not appropriate for the workplace. Employees will not be compensated for this time away from work.

Gift Ban Policy

No I-KAN ROE employee, Regional Superintendent or Assistant Regional Superintendent 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 also applies to spouses 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 an investigation. The appropriate County Ethics Commission 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 Regional Superintendent of Schools, 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 or designee (unless otherwise stipulated). The I-KAN ROE supports the concept that performance evaluations focus on constructive criticism yielding individual professional development.

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, the I-KAN ROE employees are permitted to place and receive personal calls under a general policy of courtesy and common sense. Personal long distance calls made on I-KAN ROE phones will be charged back to the employee.

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

Acceptable use of social media

This policy outlines the appropriate use of social media by employees of I-KAN to ensure the organization’s reputation is protected and to prevent any negative impact on the organization’s operations.

Personal Social Media Accounts: Employees are free to maintain personal social media accounts on various platforms. However, if an employee is identified as working for I-KAN on any personal social media account, it should be made clear that their opinions are their own and do not represent the views of I-KAN.

Confidential Information: Employees must not disclose any confidential information about the organization or its clients on social media platforms.

Respectful Communication: All communication on social media platforms should be professional, respectful and in line with the I-KAN’s code of conduct. Employees must not engage in any discriminatory, defamatory or harassing behavior, or use any language or images that could be deemed inappropriate

Complaints about Coworkers: Employees are strictly prohibited from posting grievances or complaints about I-KAN or colleagues on social media. Such actions are detrimental to a workplace environment and can result in misunderstandings and legal consequences. Engaging in negative public comments about colleagues can be considered workplace bullying or defamation and may result in disciplinary action. Employees must address concerns or issues directly through the appropriate internal channels, such as discussing with their supervisor or reporting to HR.

Use during work hours: Employees are expected to prioritize work tasks and responsibilities during working hours. The use of personal social media, unless it directly pertains to job duties, should be limited to breaks, lunch hours, or outside of work hours. Employees who are found to be using personal social media excessively or in a manner that interferes with their job performance may face disciplinary action.

Consequences of Violation: Employees who violate this policy may face disciplinary action, up to and including termination of employment. If an employee's actions result in damage to I-KAN's reputation, the employee may also be held liable for any resulting damages.

Acknowledgment: All employees must read and acknowledge this policy before using social media for any work-related purposes. By acknowledging this policy, employees are agreeing to abide by its terms and conditions.

Work Related Injuries and Illness

It is the policy of the I-KAN ROE 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 Director. If medical treatment or time off from work is required, it will be the responsibility of the Director 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 from one of the Industrial Medical Programs at the local hospitals, the I-KAN ROE and the Kankakee County Board may require a second doctor's opinion before granting any benefits.

Smoking

In an effort to promote a smoke-free environment, the I-KAN ROE has adopted a no smoking policy which prohibits smoking in its offices, buildings or on property. This prohibition also applies to the use of electronic cigarettes. This no smoking policy extends to the I-KAN ROE's satellite locations in Iroquois County.

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

Grievance Procedure

It is the policy of the I-KAN ROE 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 ROE. 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 ROE 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 ROE. 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 HR Representative to assure that grievances and related correspondence are properly recorded, forwarded to the appropriate persons, and filed within the department. No Director will deny any employee the right to take the grievance to the Regional Superintendent 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 Director;
 - Any other person of the employee's choice.

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

1. The employee shall orally discuss the complaint with the Director within five working days of the alleged action.
2. The employee's Director 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.
4. This process can be repeated by submitting the complaint to the Regional Superintendent.

STEP TWO – 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 Regional Superintendent within five working days after the conclusion of Step One. 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 Regional Superintendent shall notify a 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.
3. The Grievance Committee is appointed by the Regional Superintendent and shall consist of three members: one Director, one non-supervisory employee with two years of continuous service with the I-KAN ROE, and the Regional Superintendent 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. The Grievance Committee shall conduct the hearing within twenty working days.
6. The Regional Superintendent will send written notification to all parties at least five working days prior to the hearing, along with a copy of this policy.

GRIEVANCE GUIDELINES

- 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 Regional Superintendent shall be responsible for the conduct of the hearing. 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 rule 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 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 recommendation of the Grievance Committee shall be based on a majority vote and the decision shall be given in writing to the Regional Superintendent within five (5) working days after the hearing. The recommendation 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 recommendation based on the findings of fact and opinion, indicating the final judgment of the Grievance Committee on the issues involved and pronouncing the action involved.

The Regional Superintendent, with the recommendation of the Grievance Committee, shall approve or disapprove any action of a Director. He/she may recommend reinstatement of an employee or may recommend other action.

A record will be made of the proceedings of the formal hearing and shall be retained in the office of the Regional Superintendent.

Fraud Policy

This policy is established to provide increased protection to the assets and financial interests of I-KAN ROE, to provide a coordinated approach to the identification, investigation and resolution of fraudulent activities, and to increase the overall awareness of the responsibility to report fraud and reasonably suspected fraudulent activity to the appropriate I-KAN ROE administrators.

This policy applies to any situation of fraud or suspected fraud or **waste** involving I-KAN employees, students, vendors, contractors, consultants, outside agencies, and/or any other parties with a business relationship with I-KAN ROE. Any investigative activity conducted will be done without regard to the suspected wrongdoer's title/position, past performance, or length of service with I-KAN ROE.

For purposes of this policy, fraud and financial impropriety and **waste** may include, but are not limited to the following actions:

- Embezzlement or other financial irregularities;
- Forgery, alteration, or falsification of documents (including checks, time sheets, travel expense reports, contractor agreements, purchase orders, other financial documents, student academic or financial records, electronic files);
- Misappropriation, misuse, theft, removal, or destruction of I-KAN ROE resources (including funds, securities, supplies, inventory, furniture, fixtures, equipment, or any other asset);
- Improprieties in the handling or reporting of money or financial transactions;
- False claims by student, employees, vendors, or other associated with I-KAN ROE;
- Receiving or offering bribes, rebates, or kickbacks;
- Accepting or seeking anything of material value from contractors, vendors or persons providing or seeking to provide services/materials to the I-KAN ROE (Except as permitted by the Illinois Gift Ban, 5 ILCS 430/10);
- Conflict of interest;
- Misrepresentation of facts;
- Any similar or related irregularity

Employees, students, and other individuals associated with I-KAN ROE who become aware of, or have a reasonable basis for believing that fraud, defalcation, misappropriation, **waste** or other fiscal irregularities has occurred, shall promptly report the suspected activity to the Regional Superintendent. If the suspected fraudulent activity involves the Regional Superintendent, the activity should be reported to the Executive Assistant/Ethics Officer.

Great care must be taken in dealing with suspected fraudulent activities so as to avoid any incorrect accusations, alerting suspected individuals that an investigation is under way, violating a person's right to due process, or making statements that could lead to claims of false accusations or other civil rights violations. Any employee who suspects fraudulent activity shall

report it to the Regional Superintendent or Executive Assistant/Ethics Officer and shall not attempt to personally conduct an investigation or interview individuals suspected of being involved in the suspected fraudulent activity.

The Regional Superintendent or Executive Assistant/Ethics Officer has the primary responsibility for conducting investigations of fraud and suspected fraudulent activity. The Regional Superintendent or Executive Assistant/Ethics Officer may work with internal or external departments, such as Human Resources, Police and other law enforcement agencies, as circumstances require. Grievances involving allegations of criminal fraud and/or abuse will be turned over to the Kankakee County State's 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.

The Regional Superintendent has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and senior management, as will final decisions on disposition of the case.

In the event that an investigation of suspected fraudulent activity or **waste** is warranted, the following steps will be put in place.

- Notify the Regional Superintendent or Executive Assistant/Ethics Officer.
- Advise management to meet with the Human Resources director to determine if any immediate disciplinary personnel actions should be taken.
- Coordinate the notification of insurers and filing of claims with the Risk Management
- If federal funds are involved, determine the required federal reporting in cooperation with the grantee department.
- If illegal activity is indicated, notify local law enforcement to coordinate an investigation.
- If illegal activity appears to have occurred, the findings will be reported to the appropriate agency for review such as the Illinois Attorney General. This will be coordinated with the I-KAN ROE legal counsel.
- Notify the Office of the State of Auditor, as required.
- The Executive Assistant will field questions from the media.

I-KAN ROE will take appropriate disciplinary and legal action against any individual or entity who commits fraud or **waste** against the I-KAN ROE. Any employee or student who engages in fraudulent activity relative to I-KAN ROE will be subject to discipline, which may include, but is not limited to, discharge from employment, expulsion and/or criminal prosecution under appropriate State and federal laws. All efforts will be made to recover wrongfully obtained assets from fraudsters.

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the I-KAN ROE from potential civil liability.

In accordance with the Whistle Blower Protection Act (5 ILCS 395 et seq.), any I-KAN ROE employee who reasonably believes that fraudulent activity has been conducted by another employee and reasonably reports the activity will not be subjected to an adverse employment action as a result of reporting the activity.

I-KAN ROE administrators at all levels of management are accountable for setting the appropriate tone of intolerance for fraudulent acts by displaying the proper attitude toward complying with laws, rules, regulations, and policies. Managing administrators are responsible for identifying and assessing the level of the risks and exposures to fraudulent activity inherent in his or her area of responsibility. Additionally, managing administrators shall establish and maintain proper internal controls which will provide for the security and accountability of the resources within his or her department. All employees are responsible for safeguarding resources and ensuring that they are used only for authorized purposes, in accordance with rules, policies, and applicable law.

SEPARATION

Retirement

An employee who meets the eligibility requirements set forth by their retirement program and is planning on retiring, should contact an Authorized Agent at least four (4) months prior to their anticipated retirement date.

An employee's sick bank will be applied to their pension system's service credit where applicable. 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 with the County of Kankakee.

Any insurance that the employee is currently enrolled in may be extended through COBRA based upon eligibility requirements. For further information please see the Employee Benefits Coordinator in the Kankakee County Board Administration Office.

Separation Other Than For Retirement

All I-KAN ROE employees who separate from the ROE are eligible to receive payment for all accrued and unpaid vacation and compensatory time on the payroll records.

Employees who are currently enrolled in the County of Kankakee 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 of Kankakee plus two (2) percent.

Resignation

Resignation from employment should be in written form and submitted to the Regional 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 Workforce

The Regional Superintendent may reduce the workforce 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 ensure 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 ROE;
- 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.

