



School District U-46

Employee Resource Guide & Handbook

A summary of policies, procedures, guidelines and information

FOREWORD

About this resource guide and handbook...

This resource guide and handbook was prepared by the Office of Human Resources. Information about the District, how it is organized, District goals and who to call with questions on a wide variety of topics is provided for your use. Issues too broad to be addressed here are referenced with available sources for detailed information.

The purpose of this resource guide and handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Some of those included have been summarized. Suggestions for additions and improvements to this handbook are welcome. Contact the U-46 Office of Human Resources: email humanresources@u-46.org

This Employee Handbook is intended to provide general information related to current benefits, policies, procedures, and practices, as well as job performance and job behavior guidelines for all employees of School District U-46. In any instance where there is an unintended conflict of provisions between this handbook and a School U-46 Bargaining Unit Agreement, the Board Policy Manual and/or any applicable state or federal law, the specific language of the Bargaining Unit Agreement and/or applicable law will prevail. This handbook does not provide a full/detailed description of all policies and practices in that, the various departments/operational units may have additional policies and practices related to its function(s). Further, the Board Policy Manual provides additional policies that govern the District. The Board Policy Manual may be accessed via the internet at www.U-46.org

As policies and programs may change Management, at its discretion, reserves the right to add, withdraw, or modify any of the provisions of the Employee Handbook at any time. Notification of all policy modifications will be disseminated and posted at <http://intranet.u-46.org/>. In the event Management exercises its discretion to modify a policy, and the amended policy is not contained herein, the modified/amended policy shall supersede the Employee Handbook. This employee handbook is NOT an employment contract and does not establish a contract (express or implied) between School District U-46 and any employee regarding terms and conditions of employment. Further, this handbook does not in any way alter the employment-at-will relationship between School District U-46 and its employees. School District U-46 and each employee have the right to terminate the employment relationship (at any time, with or without cause or notice.)

To access the School District home page, click on this link: www.u-46.org to access the Intranet click on the “staff resource” tab on the home screen and use your district login.



General Policy

School District U-46 is an equal opportunity employer. We encourage a culture and environment that continually builds diversity in both the recruitment and retention of our workforce, which is representative of our District, Community, and Society. District U-46 does not discriminate against any employee or candidate for employment on the basis of race, sex, creed, religion, color, age, national origin, political affiliation, political beliefs, physical or mental disability, ancestry, marital status, military service or unfavorable discharge from military service, amnesty or status as a covered veteran, citizenship status, sexual orientation, gender identity, genetic information, or any other basis protected by applicable state or federal law. District U-46 complies with applicable state and local laws governing nondiscrimination in employment in every location in which the district has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Every District U-46 employee should consider it his or her responsibility to establish cooperative working relationships with fellow employees, stakeholders, community members, and others; to provide a high quality education and opportunity to our U-46 students. District Leadership promotes data driven measures that provide a safe forward-thinking work and school environment, in combination with effective and efficient operational practices aligned to the goals established by the U-46 Board of Education. As outlined with the District's ICARE standards, the expectation is that you demonstrate and support each category and model the behaviors the District expects from all our stakeholders with Integrity, Collaboration, Accountability, Respect, and Empathy.

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From the CEO

The strength of School District U-46 lies in the passion and leadership of its employees - all of us, teachers, specialists, support staff, and administrators. - working together as a team to ensure our students are prepared to succeed in college and careers. This Employee Handbook is the latest effort to help govern and organize our collective effort, whether we stand before students each day, fix their computers or transport them safely to and from school. As part of these rules, we include the developed set of ICARE values that help make our district so special to many of us, certainly to our Board of Education and to me. We are all School District U-46 and we are here to serve each of those more than 40,000 students and each other. I ask that you please review this guidance and I thank you for your endless dedication.

Sincerely,

Tony Sanders
Chief Executive Officer, School District U-46

School District U-46 - Strategic Plan

School District U-46 engaged The District Management Group (DMG) to assist with drafting a focused, coherent and actionable strategic plan to guide the District over the next five years. Phase I of the design was completed in April of 2015 and Phase II – Implementation is now in progress.

The district used a comprehensive framework to guide the development of the strategic plan.

The steering committee completed the draft of the aspirations and priorities based on feedback from the community. The Board approved these in April 2015.

Below is a summary of the District Strategic Plan. The entire document can be viewed by going to this link:

[U-46 STRATEGIC PLAN](#)

U46 STRATEGIC PLAN

Student Achievement
 Aspiration: We will educate the whole student by providing an enriched, high quality experience that empowers all graduates to be competitive members of the global society.

Effective & Engaged Staff
 Aspiration: We will value, develop, and recruit a forward-thinking, highly qualified, and diverse workforce.

Community Engagement
 Aspiration: We will engage in meaningful and effective relationships with all families and the greater community.

Excellence, Efficiency & Accountability
 Aspiration: We will advocate for and utilize systems and resources that promote operational excellence, efficiency and accountability.



Student Achievement

Priority 1: We will implement and support a challenging, standards based curriculum across all content areas.

Priority 2: We will coordinate our efforts to provide a nurturing and safe learning experience and a flexible approach in meeting the academic, social, and emotional needs of each student.

Metrics

Priority 1: Increase the percentage of students who are prepared for kindergarten.

Increase the percentage of students who are college and career ready.

Priority 2: Increase the percentage of students who feel safe at school.

Effective & Engaged Staff

Priority 3: We will value our collective differences and develop and recruit a high quality workforce that honors and reflects the diversity of our students.

Priority 4: We will encourage collaboration and provide differentiated support to all staff members to grow as professionals throughout their career.

Metrics

Priority 3: Increase retention rate for employees who rate proficient or higher on their employee evaluations.

Increase the percentage of staff who rate principals as highly effective in creating a strong school culture.

Priority 4: Increase the percentage of teachers who agree that their professional development is rigorous and focused on student learning.

Increase the percentage of teachers and school leaders who perceive the evaluation process as improving their professional practice.

Community Engagement

Priority 5: We will partner with families and the greater community to foster shared ownership and aligned support for our priorities.

Priority 6: We will support and empower schools to be welcoming centers of family and community engagement.

Metrics

Priority 5: Develop and promote additional opportunities each year for community members to meet with Board members and provide feedback on district initiatives and issues.

Increase family and community member participation and volunteerism in school and district sponsored activities and events.

Priority 6: Increase parents' satisfaction rates on how welcome and respected they feel within the district.

Excellence, Efficiency & Accountability

Priority 7: We will advocate for and utilize systems and resources that promote operational excellence, efficiency and accountability.

Priority 8: We will clearly and effectively communicate our use of resources to the greater community.

Metrics

Priority 7: Increase the number of programs analyzed for instructional cost-effectiveness (ROI).

Increase the percentage of budget dedicated to instruction.

Priority 8: Increase participation in collaborative efforts to improve the school funding system in Illinois.

Welcome to the District

The History of School District U-46

Additional information – link:

[HISTORY OF U-46](#)

Elgin's first school was founded by James T. Gifford in 1836, and his cabin served as the school's location. Gifford's sister, Harriet, became the first teacher, instructing ten children that year. Because legislation for school funding did not exist, Miss Gifford charged five cents per day based on student attendance and billed the families for tuition payments. As the population of Elgin grew, so did school enrollment and the need for a larger building. By 1844, the first official school was erected on Division Street to serve the students of Elgin.

Historic legislation passed in 1851 approved the use of local taxes to fund free public schools, and Elgin became the first city in the state to take advantage of the opportunities this funding could provide for the growing school system. Initially, the city of Elgin was responsible for managing the public schools, but governing laws shifted in 1873, allowing schools to operate independently from the city.

As school enrollment quickly increased, it became obvious that another building was needed after the construction of the first official school in 1844. Therefore, the original Elgin High School was built at Center and Kimball Streets in 1857. As one of the oldest public high schools in Illinois, Elgin High School has undergone several relocations and reconstructions to accommodate increasing student enrollments.

Change and Consolidation

As a relative of the first settlers of western Elgin, Charles F. Kimball showed an investment in the school system and served as the first professional educator for Elgin Public Schools in 1868. Initially, Kimball was principal of the high school but later became the Superintendent of Schools. Under his direction, the school system was re-graded, organizing Elgin High School as a four-year program with the goal of preparing students for graduation. The grammar school became a three year course while the primary and intermediate departments provided a two-year course of study. Ultimately, Kimball advocated for the improvement of curricular standards, recruitment and training of new teaching staff, and the improvement and addition of new educational facilities to house the growing enrollment in Elgin Public Schools. By 1887, six additional schools – Lincoln, Garfield, Lowrie, Grant, McKinley, and Sheridan – were built. In 1927, kindergarten was integrated into the elementary school program.

In 1946, a major change in education occurred throughout Illinois: a consolidation to limit the over-establishment of school systems in the state. As a result, Elgin Public Schools had expanded from 9 square miles to over 85 square miles, housing seventeen former districts into one system by 1956. By the late 1960s, more than 21,000 students attended 30 schools throughout the district.

Past to Present

When schools separated from city control in 1873, Elgin Public Schools was officially identified as Union School District No. 1. When the numbering system was changed in 1902, it became Union School District 46. Today, U-46 covers 90 square miles throughout Cook, DuPage, and Kane Counties. The district serves the families of Bartlett, Carol Stream, Elgin, Hanover Park, Hoffman Estates, South Elgin, Schaumburg, St. Charles, Streamwood, Wayne, and West Chicago. As the second largest school district in the state of Illinois, U-46 now serves over 38,000 students at 40 elementary schools, eight middle schools, five high schools, and alternative secondary school. From its geographical expansion to its diverse demographics to its comprehensive academic programming, U-46 has experienced tremendous growth since its start in 1836 and will continue to strive for “academic success for all.”

I.C.A.R.E Standards

Integrity, Collaboration, Accountability, Respect, & Empathy

These behavior standards, developed by U-46 employees, assist in providing consistency in our service to all customers (internal and external). District employees are expected to model these standards that align to the District's values.

ICARE Standard	Teaching and Learning (Alignment to Framework For Teaching Domains Noted)	Recognition & Interventions	Operational Excellence	People	Family & Community Engagement
Integrity	Serve as a positive role model. Demonstrate credibility, and fairness in all interactions with students, staff, and families. (FFT 2a and 4f)	Exhibit "it starts with me and impacts all" attitude.	Uphold ethical codes and standards.	Be sincere. Treat people like you expect to be treated. Communicate in an honest manner. Actively dispel misinformation.	Consistently represent the mission and vision across all departments
Collaboration	Actively collaborate with other U-46 colleagues to promote the successful implementation of district initiatives and goals. (FFT 4d)	Support and assist colleagues. Offer a lending hand during big projects. Go above and beyond the call of duty.	Communicate and work across all departments. Assist others in learning new strategies/skills to improve work performance.	Participate in Professional Learning Communities and professional development. Training for office staff on where to get answers.	Meet parents "where they're at" through differentiated offerings (time of day, language, skill/experience).
Accountability	Apply information, knowledge, and concepts through relevant, challenging and comprehensive curriculum. Support district teaching and learning goals. (FFT domains 2 and 3) and follow through.	Be sincere with intent and ensure follow-through. Respond to all messages and requests in a timely manner.	Actively participate in goal-setting and the performance appraisal process. Follow worksite procedure for arrival and departure.	Plan ahead to maximize use of resources/time and don't float problems down stream. Demonstrate high expectations for self, students, and others.	Always follow through on commitments. Be willing to provide your name and contact information.
Respect	Honor individual differences and create opportunities that are adapted for diverse learners. (FFT 1b)	Follow through on your commitments and respond within 24 hours. If response is not possible within 24 hours, indicate the date by which a response can be expected.	Respect our environment. Reuse or recycle district materials.	Listen to others' thoughts and opinions. Be friendly (smile and make eye contact) with students, parents, colleagues, and community members. Show pride in School District U-46.	Be respectful of people's time. Create a welcome and respectful environment for parents and community members. Stand up, greet them with a smile, introduce yourself and ask, "How can I help you?"
Empathy	Demonstrate concern for the physical, social, emotional, and cognitive development of students, staff, and parents. (FFT 1a and 1b)	Invest in daily interactions. Say "Thank You" in person or by personal note. Give Kudos and smile.	Promote student achievement. Perform job responsibilities in a friendly and caring manner.	Create a caring workplace where compassion and understanding are demonstrated.	Assume positive intent with parents and search for common ground in helping to ensure their student's success.

Portions of the U-46 ICARE standards are based on the School District of Janesville, WI, Standards of Professional Behavior, and Advocate Sherman Hospital's Standards of Behavior, Elgin, IL.

Organizational Structure of U-46

Link to online information: [ORGANIZATIONAL CHART U-46](#)

The most current organizational structure is located online. Please use the link to access additional information.

Contact Information

Educational Service Center (ESC) - 847-888-5000

Benefits email – Benefits@u-46.org

Building Access Security Control Office (BASCO) – basco@u-46.org

Employee and Labor Relations – laborrelations@u-46.org

Finance – financialservices@u-46.org

Helpdesk - helpdesk@u-46.org

Human Resources - humanresources@u-46.org

Payroll - payroll@u-46.org

Intranet - [STAFF INTRANET](#)

MUNIS Self Service - [MUNIS SELF SERVICE](#) - view paychecks, W-2 Forms, expense reimbursements

U-46 website – www.u-46.org

Board of Education Policies - [BOARD POLICIES](#)

Centers for Disease Control - <http://www.cdc.gov>

Consolidated Omnibus Budget Reconciliation Act - <https://www.dol.gov/ebsa/cobra.html>

Employee Assistance Program - www.liveandworkwell.com

Fair Labor Standards Act - <https://www.dol.gov/whd/flsa>

Family and Medical Leave Act - <https://www.dol.gov/whd/fmla>

Global Compliance Network - <http://site.gcntraining.com>

Illinois Department of Human Rights - <http://www.illinois.gov/dhr>

Illinois Department of Labor - <http://www.illinois.gov/idol>

Illinois Human Rights Commission - <http://www.illinois.gov/ihrcc>

Illinois Department of Children and Family Services - <http://www.illinois.gov/dcf>

Illinois State Board of Education Learning Standards - <https://www.isbe.net/Pages/Learning-Standards.aspx>

Illinois Municipal Retirement Fund - <https://www.imrf.org>

Illinois School Code - <http://www.ilga.gov>

Kane County Regional Office of Education - <http://www.kaneroe.org>

Occupational Safety and Health Act - <https://www.osha.gov>

Smoke-Free Illinois Act - http://www.smoke-free.illinois.gov/sf_info.htm

Teacher’s Retirement System – members@trsil.org 877-927-5877

United Healthcare - <https://www.myuhc.com>

U.S. Citizenship and Immigration Services - <https://www.uscis.gov/i-9-central>

Union Groups – [LINK TO ALL UNION AGREEMENTS](#)

- DUEA** – District Educational Assistants (Para Educators)
- DUSA** – District Secretarial Association (Secretaries, Clericals, Level 2 Techs)
- DUTU** – District Transportation Union (Bus Drivers, Mechanics, Bus Assistants)
- ESSO** – Education Support Service Organization (Custodial, Grounds, Plant Operations)
- ETA** – Elgin Teacher’s Association (Teachers, Certified Staff)
- SEIU** – Service Employee International Union (Food Service)

Commonly used ACRONYMS in School District U-46

AAAC – African American Advisory Committee
 AAPLI – African American Parent Leadership Institute
 AD – Athletic Director
 AESA – Association of Elgin School Administrators
 AP – Advance Placement and/or Assistant Principal (depends on context)
 AVID – Advancement Via Individual Determination
 BASCO – Building Access Security Control Office
 BOE – Board of Education
 BPAC – Bilingual Parent Advisory Council
 C & I – Curriculum and Instruction
 CAC – Citizen Advisory Council
 CCLC – 21st Century Community Learning Center (Grant)
 CCSS – Common Core State Standards
 CPI – Crisis Prevention & Interventions
 CTE – Career and Technical Education
 DCD – District Collaborative Days (ETA)
 DL – Dual Language
 DMG – District Management Group
 DUEA – District U-46 Educational Assistants (Para’s)
 DUSA – District U-46 Secretarial Association
 DUTU – District U-46 Transportation Union
 EC – Early Childhood
 EDK – Extended Day Kindergarten
 EIS – Employment Information System (ISBE)
 EL – English Learner
 ELIS – Educator Licensure Information System
 ELA – English Language Arts
 ELL – English Language Learners
 ENT – Experienced New Teacher
 ESL – English as a Second Language
 ESS – Employee Self Service (MUNIS Self Service)
 ESSA – Every Student Succeeds Act
 ESSO – Education Support Service Organization (Custodial Services)
 ETA – Elgin Teachers Association
 FDK – Full Day Kindergarten
 FFT – Frameworks for Teaching (Danielson 2013)
 FMLA – Family Medical Leave Act
 FOB – Key Entry disc – Frequently Operated Button
 FOIA – Freedom of Information Act
 GCN – Global Compliance Network
 GIVE ME FIVE – PreK (Talk, Play, Read, Do, Write)
 HPLI – Hispanic Parent Leadership Institute
 HR – Human Resources
 HRO – Human Resources Orientation
 IC – Infinite Campus and/or Instructional Council (depends on context)
 IWAS – ISBE Web Access Security

I.C.A.R.E. – Integrity, Collaboration, Accountability, Respect.
 Empathy (Standards for U-46)
 IDEA – Individuals with Disabilities Education Act
 IEP – Individualized Educational Plan
 ILS – Illinois Learning Standards
 IS – Information Services (Tech/Help desk)
 ISBE – Illinois State Board of Education
 ISO – International Standardization Organization (QMS)
 IVT – Involuntary Transfer (ETA)
 LOA – Leave of Absence
 LTS – Long Term Sub
 MOA – Memorandum of Agreement
 MOU – Memorandum of Understanding
 MRT – Management Review Team (ISO)
 MTSS – Multi Tiered Systems of Support
 NBCT – National Board Certified Teacher
 NTO – New Teacher Orientation
 OCR – Office of Civil Rights
 PAR – Peer Assistance and Review
 PBIS – Positive Behavior Interventions and Supports
 PCT – Peer Consulting Teacher
 PD – Professional Development
 PEL – Professional Educator License
 PERA – Performance Evaluation Reform Act
 PIT – Para Educator Intervention Team
 PLC – Professional Learning Community
 PLTW – Project Lead The Way
 PPD – Professional Practice Days (ETA)
 QMS – Quality Management System
 ROE – Regional Office of Education – (Kane County for U-46)
 Rti – Response to Intervention
 S.A.F.E. – Supervised Activities for Children of Employed Parents
 SB7 – Senate Bill 7 (Statutory Ranking for Teachers)
 SD – School Department
 SEC – Special Education Committee
 SEIU – Service Employees International Union Local No. 73 (Food Service)
 SIP – School Improvement Plan
 SLO – Student Learning Objective
 SSS – Specialized Student Services
 TAP – Teacher Appraisal Plan and Online Appraisal System
 TEI – Teacher Effective Initiatives
 T & L – Teaching and Learning
 TRS – Teacher Retirement System
 UbD – Understanding by Design
 VOE – Verification of Employment
 WIDA – World-Class Instructional Design Assessment

DISTRICT COMMUNICATIONS AND BOARD POLICY

SOCIAL MEDIA GUIDELINES AND SECTION 5 - BOARD POLICY: [LINK](#)

Section 5: 5.125

Definitions

- **Includes-** Means “includes without limitation” or “includes, but is not limited to.”
- **Social media** - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes Facebook, LinkedIn, MySpace, Twitter, and YouTube.
- **Personal technology** - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes smartphones or other devices such as, BlackBerrys, Androids, iPhones, iPads and iPods.

Usage and Conduct:

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships in policy 5.120, Ethics and Conduct at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by the following Board policies:

BOARD POLICIES: [LINK](#)

2. Not use personal technology and social media to share, publish, or transmit information about or images of students and/or District employees in violation of the Illinois School Student Records Act (ISSRA) and the Family Educational Rights and Privacy Act (FERPA).
3. Follow District Copyright Policy.
4. Personal use of personal technology and social media must occur during times and places where the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
5. Be aware of the risks associated with the use of personal technology and social media at school or school-sponsored activities. This can include students’ viewing Internet materials through the District employee’s

personal technology or social media that may violate existing Board policy, regulations, rules or law. The Board expressly disclaims any liability for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.

6. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school.
7. Be subject to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

BOARD POLICIES: [LINK](#)

Additional Social Media Information and Guidelines

School District U-46 supports the use of online social media to facilitate U-46 programs, departments and school sites in building more successful parent, community, student and employee networks. The guidelines that follow are intended to assist U-46 staff in facilitating these networks and do not absolve a party from any applicable Board Policy.

Communicating with Students, Parents, and Families

School District U-46 recognizes that today's students and many parents are deeply engaged in electronic forms of communication for their daily interactions with friends, family and their larger social networks. As educators, we too have turned to email, websites, blogs, text messaging, and use of social media websites such as Twitter, Facebook, and others to communicate with similar groups. These forms of communications are dynamic, mobile, and quickly reach their audience through technologies that have become an integral part of our daily lives. They may, in many circumstances, not meet the public and professional standards for communicating with students that we set for ourselves here in U-46.

The guidelines provided in this section of the handbook are designed for the purpose of:

1. Protecting employees, students, families, staff, and U-46;
2. Raising awareness of acceptable ways to use electronic communication tools when communicating with students and families; and
3. Raising awareness of the positive and negative outcomes that may result in using these tools with students and families.

The following is a set of guidelines that all U-46 staff are encouraged to follow when communicating with students and their families electronically.

Does the communication pass the APT Test?

Electronic communication with students should always be Accessible, Professional, and Transparent, as defined below:

1. The communication is Accessible. ALL electronic communication between staff and students and families should be considered a matter of permanent record, part of the District archives, and/or may be accessible by others.
2. The communication is Professional. ALL electronic communication from staff to students and families should be written as a professional representing U-46. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a U-46 professional. Always choose words that are courteous, conscientious, and generally businesslike in manner. The subject matter must pertain to school and/or educational matters.
3. The communication is Transparent. ALL electronic communication between staff and students should be transparent. As a public school district, we are expected to maintain openness, visibility, and accountability with regard to all communications.

If your communication meets all three of the above criteria, then the methods you have chosen to communicate with students and families are most likely appropriate.

Communication Methods

All U-46 staff communications, when carrying out professional activities or requirements are subject to review and possible monitoring by U-46.

1. District U-46 Email

Use of U-46 email is always an appropriate way to communicate directly with students, parents, and families. U-46 email provides staff members with a record of the communication. For this reason, only the district-provided email system (currently, your first and last name @U-46.org address) should be used.

2. Non-District Email Accounts

U-46 employees should never use personal email accounts to communicate with students about school matters. Also, you should seriously consider whether you should communicate with students and families about non-school matters.

3. School Websites

The use of District-provided web pages is strongly encouraged. Their accessibility is ubiquitous and their content is highly transparent. In using a school website, teachers and staff can provide some of the same types of communication that commercial social media websites provide while also providing access to curriculum beyond classroom walls.

4. Social Media

Any content staff members publish, pictures they post, or dialogue they maintain, whether in Facebook, Twitter, a blog, a discussion thread, website or other social media, should never compromise the professionalism, integrity and ethics in their role as a U-46 professional. A good question that staff members should ask themselves before posting a comment, blogging, or emailing a message is, "Would I mind if that information appeared on the front page of the local newspaper?" If the answer is "yes," then do not post it.

Social networking sites are very public places; the communication should be APT (Accessible, Professional, and Transparent) and pass the "P Test"--Would you want your principal, parents, religious leader or the press to see what you post?

5. Text Messaging

Many students have a cell phone today and the use of text messaging is often an accepted form of communication. This form of communication is typically between individuals and highly personal. Since texting is such a quick and convenient way of communication, a simple message may lead to an extended texting conversation that can get “off topic.”

That said, staff members should be aware that text messaging between a staff member and an individual student can easily be misinterpreted. In general, text messaging individual students should be avoided. If texting or electronically messaging an individual student is necessary, the communication shall only pertain to school and/or educationally related activities. If a teacher/coach/sponsor plans to use texting for immediate and urgent contact with students/team members, they must be transparent about such use. He/she must make parents and families aware, at the beginning of the school year or season, that he/she may use texting for communicating with students. If a teacher or staff member is text messaging with a parent, it should be with the full knowledge of their direct supervisor and/or the responsible administrator.

6. Online Games and Related Activities

While many people enjoy a variety of gaming systems (Wii, Xbox, etc.) and recreational websites that allow them to compete with others through the Internet, this is not an acceptable activity for staff members to engage in with students, families or parents.

7. “P” Test

When posting anything on social media sites, ask yourself if it passes the "P" test: Would you want your principal, parents, religious leader or the press to see what you post?

Please see Board Policy 5.335, Appropriate Use of Technology. [BOARD POLICIES: LINK](#)

Mail Service-Gmail and Postal Mail

The U-46 Gmail system is intended for U-46 business related purposes. Accordingly, all Gmail correspondence is the property of U-46. Users of District equipment, networks, and technology must submit a signed “Acceptable Use of Technology Agreement.” Failure to comply with this policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action by the administration and/or the Board of Education. Activities that violate local, state, or federal law may be subject to prosecution. The Superintendent shall establish regulations, guideline, and procedures and shall take appropriate action, consistent with the terms of any applicable collective bargaining agreement provisions, to implement this policy.

EMPLOYEE CONDUCT AND EXPECTATIONS

Attendance and Timekeeping

Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid benefit time. Not reporting to work and not calling to report an absence is a no-call/no-show and is a serious matter. The first and second instance of a “no call/no show” will result in the progressive discipline process. The second separate offense may result in termination of employment with no additional disciplinary steps. Any “no call/no show” extending three continuous days may be considered job abandonment and may be deemed an employee’s voluntary resignation of employment.

All hourly employees are without exception, required to punch in advance of their start time on the time clock. Failure to punch in prior or up to the scheduled start time is considered tardy/late. In instances where employees expect to be or are tardy, the employee is responsible for notifying their immediate supervisor as soon as is possible by within the same day of the tardy/late arrival. Failure to punch in and/or properly notify the immediate supervisor (as required herein) may result in the progressive disciplinary process up to and including and/or dismissal.

All hourly employees are expected to utilize the time-clocks to punch “in” and “out” according to their assigned position. All time-keeping issues and/or changes must be communicated and approved by your direct administrative supervisor. Please refer to the additional information located on the payroll section of the u-46 website: [PAYROLL WEBSITE: LINK](#)

Professional Behavior

This policy is a reflection of our commitment to Student Achievement, Effective and Engaged Staff, Community Engagement, Efficiency, Excellence, and Accountability, in alignment with the goals and mission of U-46.

Employees are expected to act in a professional, responsible, and courteous manner, maintaining a high level of service at all times. Behavior standards developed by U-46 employees to assist in providing consistency in our service to all customers (internal and external) include: Integrity, Collaboration, Accountability, Respect, and Empathy (ICARE).

Because professional behavior and professionalism are critical to the effective education and positive outcomes for U-46 students, all district employees are expected to model these standards in alignment with the U-46 values. Further, in an ongoing effort to promote a productive work environment, employees are to treat each other with civility, dignity, trust, and respect, free of what could be considered intimidating, hostile, or offensive behavior. Any behavior that a reasonable person may find to be unwelcome, intimidating, hostile, or offensive should be reported to Human Resources to ensure the matter is addressed.

It is the responsibility of each employee who may publicly represent the district, to ensure that all actions (including verbal presentations) are in alignment with the approved policies and positions of U-46. In instances where employees are speaking publicly, not representing U-46, employees must clearly state that the statements/opinions expressed are their own, and not necessarily the policies and positions of U-46; especially in instances where the employee is speaking

to a district stakeholder group and the employee is recognized as a district employee. Employees shall refrain from derogatory comments about the organization while acting as an agent for the District.

Attire in the Workplace

School District U-46 expectations are to project a professional and businesslike image while at work by being appropriately attired. U-46 employees are expected to be neat, clean and well groomed while on the job. Clothing must be consistent with the expectations for a business environment and must be appropriate to the type of work being performed and in consideration of a safe work environment. In addition, all employees must wear their District ID during work hours per Board policy. Further, employees are encouraged to wear their ID when representing the District at meetings and events.

ALL District employee groups are to follow any additional guidelines for professional dress that is mandated by state or federal regulations for safety and compliance. Please contact your direct supervisor for additional attire guidelines.

Basic elements for “business professional” or appropriate and/or casual business attire include:

- Casual shirts: All shirts with collars, business casual crewneck, V-neck shirts, blouses, golf, polo or District issued shirts.
- Pants: Casual slacks and trousers(jeans) or District issued pants.
- Skirts: Floor length, to knee, or just above knee is appropriate.
- Footwear: Casual “slip on” or tie shoes, dress sandals with heel straps, sandals that are fashionable and not worn at the beach or as a slipper.

Attire that is sexually suggestive, e.g. gym wear, swimwear or beachwear, attire that is ripped or has holes in it, tee shirts, under garments, or is otherwise inappropriate in a business work environment is not permissible. Any questions regarding dress code should be directed to Human Resources.

Management reserves the right to determine appropriateness. Any employee who is deemed improperly dressed will be counseled or in severe cases will be required to take corrective measures. Continued violations of these expectations may be cause for disciplinary action.

Student Travel and Fieldtrip Guidelines – [“Link to forms and guidelines”](#) (found on the U-46 INTRANET) **For easier navigating – in the “search” field type in “Student travel”**

Purpose: The objectives of these guidelines are to: (1) establish requirements for student travel and trips to ensure the safety and well-being of students and chaperones; and (2) establish a uniform set of procedures that govern the travel approval process.

I. Types of Educational Trips

Category 1 (Principal approval required): These are one-day field trips, held within or

outside the regular school day, weekend day or summer day and do not require an overnight stay. Examples include but not limited to trips to Springfield, Illinois, outdoor education day trips, educational trips to Chicago sites which require late arrival back to the site, school group walks to any neighboring establishment or anytime students leave the school property as a group. These trips can be handled within the building and requiring only a building Principal sign off. This includes trips organized by any department through the Educational Services Center. Any Agreements/Contracts requiring a signature or electronic signature must be approved and signed by the Director of Business Services.

["Link to Category 1 form"](#)

Category 2 (Principal and Assistant Superintendent approval required): These are trips that require an overnight stay and/or require travel outside of the state of Illinois. Examples include but not limited to outdoor education overnight trips, educational trips to Washington D.C., etc. These trips must demonstrate that more than half of each day is spent advancing the academic or social-emotional learning of students (with the exception of a travel day). These trips must receive approval from the appropriate Assistant Superintendent before any travel arrangements can be made. This includes trips organized by any department through the Educational Services Center. Any Agreements/Contracts requiring a signature or electronic signature must be approved and signed by the Director of Business Services.

["Link to Category 2 form"](#)

Category 3 (Principal and Assistant Superintendent approval required): These are international trips that require an overnight stay and/or require travel outside of the Continental United States. No school will be missed for Category 3 trips. These trips must receive approval from the appropriate Assistant Superintendent before any travel arrangements can be made. Any Agreements/Contracts requiring a signature or electronic signature must be approved and signed by the Director of Business Services.

["Link to Category 3 form"](#)

BOARD POLICIES - DRUG & ALCOHOL FREE WORKPLACE: LINK

All U-46 workplaces are drug and alcohol free zones. All employees are expressly prohibited from unlawfully manufacturing, distributing, dispensing, possessing, using, consuming, or being under the influence of a controlled substance or alcohol while on U-46 property or while performing work for School District U-46.

As a condition of employment, all employees must:

1. Abide by the terms of this policy
2. Notify the Superintendent/designee of a criminal drug conviction for a violation occurring on U-46 property or while performing work for the District no later than five calendar days after such conviction.

For all employees the Board will:

1. Provide a copy of this policy and post notice of the District Drug and Alcohol Free Workplace policy in an area where other information for employees is posted;
2. Establish a drug free awareness program informing employees about the dangers of drug abuse in the workplace, available drug counseling programs, and penalties that may be imposed by U-46 for drug abuse violations;
3. Report any drug statute convictions to the federal or state government agency within 10 (ten) days of notifications of any employees performing under a federal or state contract or grant;
4. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations, and enlist the aid of community and State agencies with drug and alcohol information and rehabilitations programs to provide information to U-46 employees;
5. Take appropriate personnel action, up to and including termination, against a convicted employee within 30-days following notice of conviction. Where appropriate, in the Board's discretion, employees who are convicted of such crimes may be required to participate in and satisfactorily complete a drug or alcohol abuse assistance or rehabilitation program.

Definitions:

"Controlled substances" means substances listed in Schedule I through V of Section 202 of the Controlled Substance Act, 21 U.S.C., 812. Included are such illegal drugs as marijuana, cocaine, crack, or legally obtainable drugs which are not being used for prescribed purposes and/or not being taken according to prescribed dosages.

[BOARD POLICIES - SECTION 5: LINK](#)

Alcohol and Drug Use and Testing of School Bus and Commercial Vehicle Drivers

U-46 shall adhere to federal law and regulations prohibiting alcohol misuse and controlled substances use by all employees who drive a school bus or commercial vehicle or who hold a valid Commercial Driver License (CDL). Among other things, all school bus drivers must have a valid school bus driver permit. No driver shall report for duty or remain on duty while having an alcohol concentration of .01 or greater, shall not use alcohol within four hours of reporting for duty, and shall not use or possess alcohol while on duty. Among other things, no driver shall report for duty or remain on duty when the driver uses or has previously taken any controlled substances, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a vehicle requiring a CDL. U-46 shall adhere to federal law and regulations requiring drug and alcohol testing of employees who hold a CDL, which would include school bus and commercial vehicle drivers. The Superintendent/designee is responsible for promulgating the necessary regulations and implementing the testing programs. An employee who holds a CDL found to be in violation of this policy is subject to discipline, up to and including immediate termination.

[BOARD POLICIES - SECTION 5: LINK](#)

Harassment Policies, Procedures, and Reporting Protocols – 5.020 - LINK

Every student and employee has the right to a work place and/or teaching and learning environment that is free from harassment. No employee is expected to tolerate harassment from: any U-46 employee; any visitor to U-46 Offices or Schools; any person connected with U-46 or under the authority of U-46 management; any person connected with an organization that regulates this U-46; or any other U-46 visitor or caller.

Harassment is both inappropriate and unwelcome behavior. Further, harassment is often a form of discrimination and in violation of State and Federal law(s) and will NOT be tolerated. This includes behavior on the basis of actual or perceived race, color, religion, sex, sexual orientation, sexual identity, national origin, ancestry, age, marital status, physical or mental disability, military status, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actually or perceived characteristics, or any other distinguishing characteristic, either in person or through the use of data or computer software that is accessed through a computer, computer system, or computer network of U-46. In addition, any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward an employee or employees that has or can reasonably be predicted to have the effect of one or more of the following: placing an employee in reasonable fear of harm to the employee's person or property; causing substantially detrimental effect on an employee's physical or mental health; or substantially interfering with the work performance of an employee.

Complaint Process

Any employee or non-employee who is or believes they have been harassed or knows of harassment should bring forth a complaint that identifies the alleged harassment and by whom. Harassment in any form, including bullying is unequivocally prohibited. To file a complaint of harassment, employees should contact the Assistant Superintendent of Human Resources or designee, at 355 East Chicago Street, Elgin, Illinois, 60120, (847)-888-5000. Complaints will be investigated after a complaint has been filed to gather all reasonably available facts, speak with witnesses, etc. All investigations are to be conducted in a professional manner with confidentiality to protect the privacy of the employees involved. Once an investigation is completed and all relevant facts have been reviewed, a decision will be made as to the merit of the complaint (if any) and the corrective action to be taken (if any). The Chief Legal Officer will be responsible to review any complaint that remains unresolved by the administrator first receiving it.

[See Board Policy 5.020 LINK](#)

No Retaliation

No action will be taken against anyone who brings a charge of harassment in good faith, even if the harassment is determined unfounded. No employee shall be terminated, disciplined, or demoted, receive a negative evaluation, or subjected to a change in work assignments intended to increase the level of difficulty and/or set the employee up for failure, because the employee filed a complaint, or provided information related to a complaint investigation. Such treatment of any employee as defined above is and would be considered retaliation and subject to discipline up to and

including termination. The District shall comply with all State, Local and Federal laws and regulations pertaining to whistleblowing and/or retaliation, including but not limited to the Illinois Whistleblower Act, 740 ILCS 174/1 *et al.*

Mandated Reporter – DCFS Reporting Expectation Protocols

Child Abuse and Neglect

Section 5: Personnel – 5.090

Any District employee who suspects or receives information that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, shall immediately: (1) report or cause a report to be made to the Illinois Department of Children and Family Services on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606, and (2) follow any additional directions given by the Illinois Department of Children and Family Services to complete a report. The employee shall also promptly notify the Superintendent, appropriate Assistant Superintendent, Building Principal or Department Director that a report has been made. All District employees shall sign the Acknowledgement of Mandated Reporter Status form provided by the Illinois Department of Child and Family Services (DCFS) and the Superintendent or designee shall ensure that the signed forms are retained.

Any District employee who discovers child pornography on electronic and information technology equipment or as a hardcopy shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children’s CyberTipline 800/843-5678, or online at www.cybertipline.com. The Superintendent/designee or Building Principal shall also be promptly notified of the discovery and that a report has been made.

The Superintendent/designee shall execute the requirements in [Board policy 5.151](#), Personnel Records, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

The Superintendent/designee shall notify the State Superintendent and the Regional Superintendent in writing when he or she has reasonable cause to believe that a certificate holder was dismissed or resigned from the District as a result of an abusive act toward a child. The Superintendent/designee must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the certificate holder.

The Superintendent/ designee shall provide staff development opportunities for school personnel working with students in grades kindergarten through 12, in the detection, reporting, and prevention of child abuse and neglect.

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act’s requirements concerning the reporting of child abuse.

LEGAL REF.:

105 ILCS 5/10-21.9; 20 ILCS 1305/1-1 et seq.; 20 ILCS 2435/; 325 ILCS 5/.

CROSS REF.: Administrative Procedure Handbook – Section 6.1-.4

2001/2004/2007/2013

Amended: 4.22.13

Firearm Notification and Reporting

All District U-46 employees are required to immediately notify the principal or department head in the event that they observe any person in possession of a firearm on school grounds/district property; provided that taking such immediate action to notify the principal or department head would not immediately endanger the health, safety, or welfare of the employee or students.

LEGAL REF.: 105 ILCS 5/10-27.1A

Board Policy 5.060

Confidentiality

Information related to U-46 is considered confidential and should not be communicated with any individual or outside party. Specific positions may require an employee to sign a confidentiality agreement which will be kept in their personnel file. Questions regarding what types of information are confidential should be directed to a supervisor or Human Resources.

Health Safety and Security

Smoke Free Workplace

The Smoke-Free Illinois Act prohibits smoking inside and within 15 feet from entrances, exits, windows that open and ventilation intakes of a public place, which includes schools and public institutions. It is not permissible to smoke on any U-46 property. Items prohibited include, but are not exclusive of, cigarettes, electronic cigarettes, cigars, and pipes. Employees who violate this policy will be subject to disciplinary action up to and including immediate discharge.

For more information, visit http://www.smoke-free.illinois.gov/sf_info.htm.

Infectious or Communicable Diseases

The General Duty Clause, Section 5(a)(1) of the Occupational Safety and Health Act (OSHA) of 1970 states employers are required to provide their employees with a place of employment that is “free from recognizable hazards that are causing or likely to cause death or serious harm to employees.” U-46 adheres to OSHA laws and the Centers for Disease Control (CDC) Guidelines.

Additional information can be found at: <https://www.osha.gov> and <http://www.cdc.gov>.

Mandated Trainings

Per the Kane County Regional Office of Education (ROE), employees are required to complete mandated trainings based upon their position. **The Global Compliance Network (GCN)** is a web based training site for which tutorials are completed on an annual bases and tracked by U-46.

The GCN website is located at <http://site.gcntraining.com>: **the U-46 Organization ID is 87642d.**

ID Badges

All employees are issued an ID badge with their picture, name and title. IDs **MUST** be **visible and worn at all times when on U46 property**. ID badges for the Educational Services Center and primary schools are issued by HR; secondary schools are issued by the specific school.

FOBs

To ensure the safety and security of all U46 employees, FOBs (keyless entry) are issued by the Building Access Security Control Office (BASCO). Only those employees who require specific access within building sites will be issued a FOB as determined by BASCO. For further assistance, contact BASCO at BASCO@u-46.org.

Visitors in the Workplace

U-46 understands that sites will receive parents, volunteers, vendors, etc. All visitors are required to present themselves to the main reception area of the building and may be required to sign in, show proof of identification (i.e. driver's license) and receive a visitor's badge. A U-46 employee must escort them and remain with them for the duration of the visit. Upon leaving, the visitor must sign out and return the visitor's badge. Service/assistance animals are permitted.

Volunteers

Volunteers (as described in the Board Policy 5.345) are welcome at U-46. They must provide written authorization from the school site and be fingerprinted and approved by HR before attending any event with U-46 programs in roles that have sustained direct contact with students without the direction and supervision of a certified school administrator or teacher, including overnight chaperones, and chaperones for full-day fieldtrips.

Please see Board Policy 5.345, Volunteers at: www.u-46.org for more information.

Job Safety and Accident Prevention

U-46 strives to provide a safe environment for all employees to work. Employees must also exercise good judgment while performing their daily job functions to avoid any unnecessary injury. Any accident, incident, or near miss should be reported immediately via an [Employee Accident Reporting Form](#). An investigation will be performed and the information will be forwarded to the Benefits department for any appropriate action. For further assistance, contact Benefits at (847) 888-5000 or email benefits@u-46.org.

Emergency Closings

The school year is planned with the addition of five (5) emergency days, which can be used for inclement weather, environmental hazard, utility failure, etc. The Chief Executive Officer (CEO) is responsible for closing buildings. Employees and parents will be contacted via Connect Ed in as much advance notice as possible of the closing and all available information will be posted on the U-46 website. Only certain twelve (12) month employees are expected to work.

For further assistance, contact Human Resources at humanresources@u-46.org.

After-Hours Access

All U-46 sites have established a regular work day schedule. U-46 employees who must have access to a U46 site after regular working hours will be authorized to do so via their supervisor. The BASCO team will assign the locations to the employee's FOB which can be updated as needed. The BASCO office is located in the Plant Operations building.

Professional Development and Educator Licensure

Professional development opportunities are available for employee's aligned to their job description and/or arranged by their union officers throughout the year. Coursewhere is the PD software used by employee's to enroll in course online for attendance and reporting purposes.

This LINK below will guide you to the STAFF RESOURCE page to access a variety of professional growth opportunities.

PROFESSIONAL GROWTH - LINK

Most employees with educator licenses need to complete professional development activities to renew these licenses. See this Illinois State Board of Education (ISBE) website for more details: <https://www.isbe.net/Documents/prof-dev-requirements140701.pdf>.

For further assistance, contact Human Resources at certification@u-46.org.

Performance Evaluation

All employees will be provided a meaningful performance evaluation on an annual basis, unless otherwise specified by their Union contract. The performance evaluations will be predicated on the employee's Job Description and/or State mandated requirements. The duties contained in the employee's Job Description shall be discussed and reviewed prior to an evaluation and the Job Description shall be signed by the employee. Both the performance evaluation and Job Description will be maintained in the employee's personnel file or within the online appraisal system maintained by the Human Resources department.

[Link to the TAP \(Teacher Appraisal Plan\)](#) [Link to the Online Appraisal system](#) located on the INTRANET

Educator Licensure

The Illinois School Code requires that certain staff in the district hold educator licenses issued by the Illinois State Board of Education (ISBE) in order to work in capacities such as teachers (including substitute teachers), school service personnel (school social workers, school psychologists, school counselors, school nurses and speech/language pathologists), administrators, para educators and sign language interpreters. See this ISBE website for more details on educator licensure: <https://www.isbe.net/Pages/Educator-Licensure.aspx>.

These educator licenses must be registered in the region in which the licensee works. While School District U-46 lies within three counties (Kane, Cook and DuPage) we are considered a Kane County school district. Choosing Region 31-KANE ROE ensures that your license is valid for employment in School District U-46.

Most educator licenses require professional development activities be completed to renew these licenses. See this ISBE website for more details: <https://www.isbe.net/Documents/prof-dev-requirements140701.pdf>.

For further assistance, contact Human Resources at certification@u-46.org.

Substitutes – Daily and Long Term

Substitute Teacher Expectations

Substitute teachers have the responsibility to maintain a high standard of dress and grooming. Business casual attire, at a minimum, and neat grooming is expected of all Substitute Teachers in School District U-46.

It is the substitute teacher's responsibility to know when schools are not in session. You can request a school calendar or find it online at <http://www.u-46.org>. The district makes every effort to notify employees, parents, and substitutes of snow days or school closings for other reasons. You can sign up to get e-mails for this purpose from our website or make sure you are on the ConnectED to get phone messages about school closings by calling or e-mailing the IS department help desk 847.888.5000 x4295 or helpdesk@u-46.org.

NOTE:

You will not be paid for a non-attendance day due to an emergency school closing, scheduled closing, or holiday even if the teacher mistakenly puts the absence in the Absence Management (formerly AESOP) system.

Beginning of the Day

1. Upon arrival, park in the area designated for faculty and staff.
2. Report to the school's main office on arrival. Sign in on Substitute/Absence Form before proceeding to your assigned classroom.
3. Ensure that you are wearing a current I.D./swipe card all day.
4. Check the teacher's mailbox for attendance sheets and materials that may apply to that class.
5. Be in the classroom at least 15 minutes before the start of class.
6. Locate and familiarize yourself with emergency drill procedures in every classroom.

7. Follow the lessons plans left by the classroom teacher. It is important that the lesson plans be followed to insure that the coursework for the students stays on schedule.
8. Review the class schedule for the day.
9. Check for any possible student health related concerns.
10. Check with the main office for scheduled special events (assemblies, field trips, fire drill, etc.)

During the Day

1. Ensure that the classroom environment is warm friendly and conducive to learning.
2. Maintain good discipline. If help is needed, do not hesitate to ask for it. DO NOT touch or restrain students at any time.
3. Notify the main office immediately of any serious problems that occur.
4. Follow the duties outlined by the classroom teacher.
5. Attendance must be taken at the beginning of the day, and at the beginning of each period for Middle and High School students. For elementary students, attendance must be taken at the beginning of the day.
6. On leaving, check all equipment. Make sure grade books and other records are returned to their proper places and secured. Materials are to be returned to the office especially if various rooms have been used.
7. Do not release students from classes, study halls, etc., until the designated time.
8. Do not send any children home.
9. Send a child who is ill or injured to the office or school nurse. If a child experiences ANY type of head injury, be sure to communicate extent of injury to the office. All accidents must be reported to the office immediately.
10. Do not attempt any procedure for which you are not qualified. Do not compromise the safety and welfare of the child.
11. Do not use cell phones in the classrooms or around the students. If there is an emergency situation, notify main office personnel. When possible, 911 must be dialed from the main office by main office personnel.
12. Do not record or take pictures of students.
13. Do not bring food, snacks or other treats to the children.

End of the Day

1. Leave a note to the classroom teacher about work completed, and any problems that might have occurred or even if you had a great day.
2. If you need to leave the building for any reason, you must let the Principal and the main office know when you leave and when you return.
3. The type of housekeeping expected of regular teachers will be expected of substitute teachers (i.e.: windows shut and locked, lights out, etc.) Leave the classroom in the condition in which you found it or better.

Confidentiality & Professional Ethics

We expect Substitute Teachers to have a high level of integrity in preserving confidential information pertaining to students, parents, staff and other school related matters. Refrain from making adverse comments regarding the classroom teacher to students. Avoid discussions regarding students, teachers or building procedures at other buildings. Share any concerns that you may have with Human Resources.

School Closings

It is the substitute teacher's responsibility to know when schools are not in session. You can find the school calendar online at: www.u-46.org

The district makes every effort to notify employees, parents, and substitutes of snow days or school closings for other reasons. You can sign up to get e-mails for this purpose at the district website. To receive phone messages regarding school closings through ConnectED contact the help desk at (847) 888-5000 x4295 or helpdesk@u-46.org

NOTE:

Substitute Teachers are not paid for non-attendance days due to emergency school closings, scheduled closings, or holidays, even if the teacher mistakenly puts the absence in the Absence Management system.

Absenteeism, Cancellations and Unsatisfactory Performance

The expectation is that Substitute Teachers accept all positions offered. To that end, if a Substitute Teacher cancels 2 assignments, they will no longer be eligible to receive the applicable bonus. After 3 total cancellations for the school year the Substitute Teacher is removed from the list. A cancellation is when a substitute teacher removes themselves from a previously accepted assignment or when a substitute teacher switches to a different assignment after 5 pm the day before the assignment is to occur.

All building administrators are required to submit a written report (Employee Counseling Form HR-EVA-F005) in those instances when the performance of a Substitute Teacher is less than satisfactory. The Substitute Teacher will be notified of the report and will be provided an opportunity to discuss the matter with the building administrator and/or the appropriate Human Resources administrator.

The District reserves the right to remove a Substitute Teacher from the list, at any time and without notice, whenever the District determines that removal is appropriate. The determination as to whether removal is appropriate will be made by the relevant District administrators.

Substitute Teacher Disclaimer

This Substitute Teacher section of the employee handbook is for your use as a source of information about School District U-46 and your Substitute Teacher role. Nothing in this Handbook creates or is intended to create a contract of employment, either expressed or implied. Nor does the Handbook provisions establish an employment relationship where one would not otherwise exist. You are an at-will employee or independent contractor of the District and your relationship with the District may be terminated by you or the District at any time, without cause

Please note that you are subject to the policies of the District's Board of Education. Some, but not all, of those policies are summarized in the Handbook. In the event that a Board of Education policy and/or applicable law conflicts with a provision in the Handbook, the policy and/or law shall control. The District does not guarantee specific benefits or terms of employment. Board policies, the provisions of this Handbook, District benefits, and District procedures may be changed or revoked at any time, without notice to you and without your consent.

[LINK to Board Policies](#)

Human Resources

Benefits and Insurance

Health Insurance

U-46 offers employee benefits packages for positions that qualify for insurance. New employees who qualify for health insurance are required to first participate in high deductible plans for the first two full years of employment, after which the full range of health plans are available during the next open enrollment.

Once open enrollment has ended for the year, health insurance selections are fixed until the next open enrollment period, excluding life status changes, which allow employees to make midyear changes. Failure to elect a plan or waive coverage will result in automatic enrollment in the lowest cost high deductible plan with single coverage.

For further assistance, contact Benefits at benefits@u-46.org.

Life Insurance

U-46 offers basic term life insurance for qualifying employees. Voluntary employee paid supplemental life insurance is also available.

For further assistance, contact Benefits at benefits@u-46.org.

Consolidated Omnibus Budget Reconciliation Act - COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their families the right to choose to continue temporary group health coverage which would otherwise end due to a life (qualifying) event. U-46 is required to provide notice to the Plan Administrator when the qualifying event has occurred.

For more information, visit <https://www.dol.gov/ebsa/cobra.html>.

Employee Assistance Program - EAP

The Employee Assistance Program (EAP) provides confidential support, from short term counseling services and referrals to more extended care. Learn how you can manage major life changes, balance work, life and financial issues and deal with stress, depression, anxiety and other conditions. U46 employees and their family members receive 8 free visits per year. They are available 24 hours per day, 7 days per week.

For further information, please call toll free (866) 828-6052 or visit www.liveandworkwell.com (access code U46)

Leave of Absence – LOA (FMLA)

The Family and Medical Leave Act (FMLA) allows eligible employees of covered employers to take unpaid, job protected leave for specified family and medical reasons. All employees requesting FMLA leave must provide at least 30 days written notice when the need for leave is foreseeable. In addition to the Board policy, FMLA may also be governed by additional provisions contained in a Union contract.

For more information, visit their website at <https://www.dol.gov/whd/fmla>.

For further assistance contact Benefits at benefits@u-46.org.

[See Board Policy Manual, Section 5.254 - LINK](#)

Workers Compensation

Any employee injured while at work must report the incident immediately to a supervisor or HR. An online accident report must be completed by the injured employee and the supervisor within 24 hours of the incident.

<https://district.u-46.org/accidentform/>

All treatment after initial emergency care must be reviewed and authorized by Sedgwick Claims Management Services (SCMS). Any time off due to a work related injury or illness may be eligible for leave under the Family and Medical Leave Act (FMLA) and therefore U-46 is required to notify and offer this benefit. For further assistance, contact Benefits at benefits@u-46.org.

Flexible Spending Account

Two Flexible Spending Accounts (FSAs) are available to eligible employees. The Health Care Account and Dependent Care Account offer employees the opportunity to set aside pre-tax money from their paycheck for health and dependent care related expenses.

For further information, visit <https://www.myuhc.com>.

Retirement Plans

For positions governed by either the Teacher's Retirement System (TRS) or the Illinois Municipal Retirement Fund (IMRF) pension programs, enrollment is mandatory. Voluntary savings plans are also offered to all U-46 employees, with some exceptions. Notice of intent to retire must be submitted directly to U-46.

For more information: <https://www.trsil.org/> or <https://www.imrf.org>.

For further assistance with retirement, please visit

[Link to website for retirement information](#)

Disability

Employee eligibility for income replacement benefits while off work due to a medical disability are governed by the employee's position in U46 and participation in one of the two pension programs, the Teacher's Retirement System (TRS) or the Illinois Municipal Retirement Fund (IMRF).

For further assistance with disability benefits, please visit

[LINK for Disability information](#)

Allotment Benefits

Work Schedule

Work schedules are established by your supervisor, based upon the necessities of the building. All positions have an expected number of hours per day/week. Whereas a position is a part of a Union, the hours are established per the Union contract and are not eligible for negotiation. Any deviation from an assigned work schedule must be reviewed and approved in advance by your Supervisor. Employees should allow sufficient time to arrive to work and be prepared for the work day at their scheduled start time.

DAY COUNT CALENDARS

U-46 creates day count calendars annually for all positions, based on various employee groups and bargaining unit agreements. They indicate work/non-working days, holidays and emergency days (issued upon the discretion of the CEO. Day count calendars are located on the U-46 intranet at, you can access the calendars from the u-46 home page, and then navigate to the intranet. Home page, "Staff Resources", "Staff intranet", then login and search "day count calendars": www.u-46.org

Jury Duty

Employees continue to receive regular pay while on jury duty and must reimburse U-46 the amount of jury pay. A copy of the jury summons and check received by the county are required to be submitted as the amount received for jury duty is deducted from the employees' pay. For further assistance, contact Human Resources at humanresources@u-46.org.

Vacation Days

Vacation and personal days must be scheduled and approved with one's supervisor in advance of any time off.

Personal Days

Positions that include the benefit of personal days if not used during the year roll over to sick days to be reported to the appropriate pension program.

For further assistance, please contact Human Resources at humanresources@u-46.org.

Paid Time Off

Paid Time Off (PTO) is governed by the Illinois Department of Labor (IDOL) and Illinois School Code (ISC). Employees accrue specific paid time off (holiday/sick/vacation/personal) based upon their position and any governing Union contract. The day count calendars provided by U-46 indicate those dates for which an employee receives pay for time off of work. Paid time off is paid at the employee's hourly rate of pay at the time taken. If a holiday falls on a weekend, it will be observed on the work day closest to the holiday.

Requests to schedule vacation time in combination with a holiday are subject to Union contract and supervisor approval. Accrued unused vacation days are forfeited at the end of the fiscal year (*August 31 for forfeiting unused vacation).

*Refer to your contract language as some dates might be different in reference to carryover of vacation time.

Employees who use sick days in excess of three consecutive working days must present medical documentation for the absence – prior to returning to work. Accrued unused sick days roll over to the next year and can be used for service credit at retirement.

For assistance with PTO, please contact Human Resources at: humanresources@u-46.org.

Payroll

Contact Information: [Payroll website link](#)

Time-clock protocols and accountabilities are located on this site. Please refer to the most current updates and procedures. [Time and attendance LINK](#)

MUNIS Self Service – Accessing your paycheck, W2 forms, employee information - [MUNIS Self Service](#)

All things payroll is on this site, please use the above link to access the most current information and to contact the Payroll department with questions.

Overtime/Compensatory time:

ANY and ALL employees must have all overtime and compensatory time pre-approved. Please contact your direct supervisor and/or human resources with specific questions.

Finance

Contact Information: [Finance website link](#)

When you navigate to the U-46 Financial Services Department homepage you will find information about budgets, audits, monthly financials, itemized bills, our most costly contracts with outside vendors, salary information for teachers and administrators and documents relating to the Northern Kane County Regional Vocational System.

Click through the tabs on the left for access to current and archived documents in each category. We will continue updating this site as new reports are made public.

Travel

IN-DISTRICT / OUT-OF-DISTRICT - Summary

LINK to full document: [Travel Policy](#)

In-District Meeting

Meetings within the District boundaries that are conducted during the school day and require the staff member to be absent from their normal duties are not eligible for reimbursement. No expenses are involved in such meetings, other than the substitute costs. An online Request for Absence for such in-District activities must be submitted thru the District Absence Management System (formerly AESOP) for Teachers, Para Educators and Certified Nurses. All other employees must request their absence in Workforce. In addition, if it is anticipated that grant funds will be used to cover the cost of the substitute teacher, the request for grant approval must be submitted prior to the meeting with the respective grant coordinator. The request must be approved by the appropriate grant manager and the appropriate cabinet-level administrator prior to participation in the activity.

Out-of-District Travel

Overview

It is the practice of School District U-46 to reimburse staff for reasonable and necessary expenses incurred in connection with approved travel on behalf of the District. School District U-46 strongly encourages use of travel discounts (or travel discount programs and websites) when making travel arrangements.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in these travel guidelines, then the most conservative course of action must be taken.

Business travel procedures are aligned with School District reimbursement rules. All business-related travel paid with School District funds must comply with District expenditure procedures as covered in this document and Board Policy.

Types of Acceptable Official Business

The District will reimburse employees for travel and expenses that are associated with professional development, meetings and conferences which are related to the employee's role or area of expertise. In addition, employees may seek reimbursement for expenses incurred chaperoning student travel that has been approved by the District. Expenses associated with providing entertainment and/or food for employees or guests of the District are strictly prohibited.

Authorization and Responsibility

Staff travel must be authorized by the responsible cabinet-level administrator. Any employee seeking to attend a local (in-state) or out-of-state conference or professional development must request online approval at least 35 days prior to the date of the travel and/or conference and receive approval from their direct supervisor and the cabinet-level administrator responsible for the department or school where the requester works. Employees shall verify that planned travel is eligible for reimbursement before making travel arrangements. Within 30 days of completion of a trip, the employee must submit supporting documentation and receipts online thru Munis Employee Self Service to be eligible for travel reimbursement. See Reimbursement section for details.

An individual may not approve his or her own travel or reimbursement. The online travel reimbursement request must be approved by the administrator of the school or department and the cabinet-level administrator responsible for the school or department.

Travel and reimbursement for any employee must be pre-approved by their direct supervisor.

Administrators authorized to approve expenses must review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate, extravagant or in violation of the Local Government Travel Expense Control Act (PA 099-0604).

Board approval of expenses will be required when: Any officer, employee or Board member exceeds the reimbursement limits set in these guidelines absent emergency or unforeseen circumstances.

These types of reimbursements may only be approved by roll call vote at a Board of Education meeting. Employees in their retiring year/last year of service will not be eligible for reimbursement for any out of state travel.

Employees who use personal funds to facilitate travel arrangements will be reimbursed when proper documentation is submitted and the expenditures do not exceed the maximum allowable.

Maximums at a glance:

The maximum allowable reimbursement for airline tickets will be \$500 round trip.

The maximum allowable reimbursement for rail transportation will be \$300 round trip.

The maximum allowable reimbursement for automobile travel will be \$250 round trip.

The maximum allowable reimbursement for a car rental will be \$450 per trip.

The maximum allowable reimbursement for lodging will be \$300 per night.

School District U-46 per diem rates: \$10 for breakfast, \$15 for lunch and \$20 for dinner.

The maximum allowable reimbursement for miscellaneous transportation will be \$250 per trip.

Any questions about all or any portion of these guidelines should be directed to payroll@u-46.org or the COO/CSBO's office at extension 5023.

EMPLOYEE DISCIPLINE and SEPARATION OF EMPLOYMENT

Employee Discipline

U-46 will provide the requisite and appropriate amount of due process to address employee matters, which include, but are not limited to, attendance, performance and misconduct. The level of action may vary depending on the facts of each situation and the nature of the offense.

U46 reserves the right to determine the level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge. Questions regarding any disciplinary matter should be directed to the Human Resources office or in instances of Bargaining Unit Agreements – to your union representative.

Separation of Employment

Resignation of employment must be submitted in writing to your immediate supervisor with as much advance notice as possible; a two week notice is customary. Retirees are expected to provide a minimum of a one month notice and/or follow the agreed upon language of their bargaining unit or contract. An Exit Interview Questionnaire and Exit Check List will be provided for completion before the last day of employment. Any U-46 issued items (i.e. laptop, key fob, keys, phone, id badge, etc.) must be turned in to HR or your immediate supervisor if applicable. Non-union not on contract are employed on an at will basis and the district retains the right to terminate an employee at any time.

Personnel File

U-46 maintains personnel files for all current and previous employees that are stored in a secure area and are only available through Human Resources. Current and previous employees may request access to review their own file, however, employees are not permitted to make copies of documentation nor remove the file from Human Resources. Employees must complete a request form for copies of their employee file and submit to Human Resources. Any fees related to the copying of employee files are the responsibility of the employee and must be paid, prior to the release of any document(s). Personnel File request form can be found on the U-46 intranet. www.u-46.org

Personnel form - intranet go “District forms” and type into the search field – Personnel file request form

Please see Board Policy 5.151, Personnel Records

Building Addresses and Phone Numbers:

Educational Service Center (ESC) – U-46 Administrative Building

355 East Chicago Street
Elgin, IL 60120
(847)888-5000

www.u-46.org

Plant Operations

1460 Sheldon Drive
Elgin, IL 60120
(847)888-5060

[Plant Operations – Website](#)

Transportation Department

500 Shales Parkway
Elgin, IL 60120
(847)888-5095

[Transportation - Website](#)

[School District PHONE DIRECTORY](#) - Located on the INTRANET – left side of the home page of the INTRANET – login into the intranet using your password.