

Downers Grove
Grade School District 58

Technology Staff Handbook

July 2016



TECHNOLOGY STAFF HANDBOOK

EMPLOYEES IN TECHNOLOGY GROUP

Employees covered under this handbook include the Coordinator of Information Systems, Data Assistant, Network Administrator, Software Systems Engineer, and Level 1 Technician, Level 2 Technician. Employees who are part of this group are non-certified, at-will employees.

WORK DAY/WORK WEEK

The standard work week for full-time Employees shall be forty (40) hours per week and eight (8) hours per day including one ten (10) minute paid break period every four (4) hours. A duty-free lunch and/or dinner break of no less than thirty (30) minutes shall be provided outside of the work day.

Any work completed on a call-out or emergency basis will not be compensated with additional pay for salaried employees. In some cases compensatory time may be provided if the call-out is for an extended period.

BREAK PERIOD

Employees shall be permitted to leave the building during any break period for which they have no assigned duties, provided prior notice is given to the Employees' supervisors and the Employee returns in a timely fashion.

WORK YEAR

The work year for all Employees shall be from July 1 through June 30 and shall include paid holidays and vacation days.

HOLIDAYS

Full-time Employees shall be afforded school holidays as designated in the District Calendar for 12-month employees. The Superintendent may grant special holidays whenever such action is advisable.

HOLIDAYS (continued)

If a holiday falls within an Employee's regularly scheduled vacation period, it shall not be counted as a vacation day.

An Employee whose presence is necessary because of an emergency or for the continued operation and maintenance of school facilities or property may be required to work on legal school holidays.

VACATIONS

After ninety (90) days of employment, full-time Employees will earn one (1) vacation day for each full month of employment beyond the first ninety (90) days, to a maximum of ten (10) vacation days.

For computation of vacation, the first full year of employment begins on July 1 following the actual date of employment. During the first five (5) full years of employment, eligible full-time Employees will earn ten (10) vacation days. During the sixth full year of employment, eligible full-time Employees will earn one (1) additional day of vacation, to be taken upon completion of the 6th full year. An Employee will continue to earn one (1) additional day each year until he/she receives twenty (20) vacation days after fifteen (15) full years of employment.

Employees must request approval for the use of vacation days in advance. The request should be made to the Director of Innovative Technology and Learning.

Vacation days will be charged in quarter, half, three-quarter, and full-day increments.

Typically, vacation days may not be held over from one fiscal year to the next. The Superintendent or designee may approve a one-month carry-over of vacation days based on the following requirements:

The employee submits a written request to the Director of Innovative Technology and Learning by June 1st requesting approval of the number of vacation days to be taken between July 1st and July 31st. The Director of Innovative Technology and Learning has full discretion in granting approval of the use of the vacation days. If the carried over days are not used by July 31st, they will not be carried over for use at a later date.

SICK LEAVE

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household, to include spouse, children, parents, brothers, sisters, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, children-in-law, stepchildren, ward, and legal guardians. All Employees shall notify their immediate supervisor prior to their scheduled starting time in the event of illness. The Board may require a physician's certificate as a basis for pay during leave after an absence of three (3) days for personal illness or as it may deem necessary in other cases.

Sick leave benefits paid for full-time Employees shall be as follows:

1. 15 paid sick days per year (cumulative to 260 days).
2. New Employees will earn sick leave at the date of employment on a pro-rata basis, i.e., those working partial year shall earn pro-rata sick leave days.

An Employee's daily pay will be deducted for each day's absence for illness after accumulated sick leave has been exhausted, or for any unexcused absence. Individual attendance records for each Employee shall be kept in the Personnel Office.

Absences will be charged on quarter, half, three-quarter, or full-day increments. For any absence less than one quarter of an Employee's working day, the Employee will be charged one-quarter day.

PERSONAL LEAVE

Employees will be granted one (1) day of paid personal leave during the first three (3) years of service in the District. Thereafter, two (2) days of personal leave will be granted. Such leave shall accumulate as follows:

1-3 years	One day cumulative to three
4-9 years	Two days cumulative to three
10+ years	Two days cumulative to four

No reason for such personal leave need be given. Such leave shall be used for personal matters which cannot be attended to during non-work hours or days, and shall not be utilized to participate in any activity which shall result in compensation to the Employee from other than the Board.

PERSONAL LEAVE (continued)

Application for such leave shall be made on a designated form to the Superintendent or designee at least two (2) employment days prior to the desired onset of such leave, provided that, in an emergency, such application may be made at a later time with an explanation of the emergency. If there is a need to take two (2) or more personal leave days consecutively, reason for the leave shall be given to the Superintendent or designee.

No personal leave will be granted on the first five (5) or last five (5) student attendance days or on any working day bordering upon an approved holiday or vacation, provided this restriction shall not apply to recognized religious holidays or for emergencies approved at the discretion of the Superintendent or designee.

Personal leave will be charged in quarter, half, three-quarter, or full-day increments.

Unused personal leave days in excess of the allowable accumulation shall be added to the Employee's sick leave accumulation at the beginning of each year when new personal leave allotments are granted.

A personal leave day will not be credited until six (6) months of employment has been completed, at which time it shall be retroactive to the date of employment.

Employees may use personal leave for recognized religious holidays of the Employee's faith.

BEREAVEMENT LEAVE

In case of death in the non-probationary Employee's immediate family, a maximum of four (4) consecutive days absence shall be allowed at full pay. Any time required beyond four (4) consecutive days shall be assessed against the accumulated sick leave. The immediate family shall be defined as spouse, children, parents, brothers, sisters, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, children-in-law, stepchildren, ward, and legal guardian.

For the purpose of attending the funeral of any other non-immediate family, a non-probationary Employee shall be allowed a maximum absence of one (1) day without loss of salary. The non-immediate family shall be defined as grandparents-in-law, guardians of the Employee's spouse, step grandchildren, uncles, aunts, nieces, nephews, and cousins of the first degree.

Friends are not considered to be immediate or non-immediate family. Time off without pay or personal leave will be allowed for this purpose.

When submitting absence slips in the case of bereavement leave, the relationship of the Employee to the deceased shall be stated.

GENERAL UNPAID LEAVES

Special leaves of absence without pay for up to one (1) year may be approved and granted at the discretion of the Board. Any such leaves granted shall be of no precedential force or effect.

LIFE INSURANCE

The Board shall provide for each full-time Technology staff member \$50,000 of term life insurance until the time of retirement or resignation.

HOSPITAL MAJOR MEDICAL INSURANCE

The Board shall pay the premium for health and major medical insurance (including vision care) in the District 58 group medical insurance plan (Plan B) for each full-time Employee, except that any employee electing individual health insurance shall pay a monthly contribution of \$50 towards the premium cost.

Family coverage for those Employees who participate in the District's medical insurance plan must be applied for at the time of employment or within thirty (30) days thereafter. If family coverage is desired at a later date, employees may enroll during the open enrollment period or may enroll as a result of a qualifying event. When enrolling for family coverage, all members of the Employee's family are required to complete an insurance enrollment form. For the first year of employment, the entire cost of family coverage shall be at the Employee's expense.

After the first year, family coverage is paid proportionately by the individual Employee and the Board according to the following schedule:

The Board of Education will pay:	The Employee pays:
40% for the second year	60% for the second year of participation
60% for the third year	40% for the third year of participation
80% for the fourth year	20% for the fourth year of participation
85% for the fifth year	15% for the fifth year of participation

Employees who participated in family medical coverage prior to July 1, 2015 will pay \$50 per month towards the premium cost for family coverage beginning July 1, 2015.

DENTAL INSURANCE

The Board shall provide for each full-time Employee individual and family coverage dental insurance premium at no cost to the employee. A \$1500 annual limit (excluding orthodontics) shall be imposed on the annual expenditure for each individual and dependent in the Employees' Dental Plan.

PHYSICAL EXAMINATION

The Board shall allow up to one hundred fifty dollars (\$150) per Employee for a biennial physical examination.

MILEAGE

Employees shall be paid at the Internal Revenue Service (IRS) rate per mile for all approved mileage to perform their assigned duties for the District.

PAY DATES

Payroll checks shall be distributed every two (2) weeks on Friday to all Employees. If a regular pay date falls on a holiday, then the Employee shall receive pay on the last work day preceding the scheduled pay date.

EMPLOYEE EVALUATION

The primary purpose of Employee evaluation shall be the improvement of employment skills.

EVALUATION PROCEDURE

The Director of Innovative Technology and Learning will evaluate employees who work in the technology department on an annual basis with input from appropriate personnel. Evaluations will be reduced to writing on the appropriate document for each job classification and will be completed prior to May 15. The evaluation will be discussed with the Employee, and the written report will become a part of the Employee's personnel file. If the evaluator believes the Employee is doing unacceptable work, the reason(s) will be set forth, together with any suggestions a supervisor may have for improvement or remediation.

EMPLOYEE'S RIGHT TO RESPOND

Following the post-evaluation conference, the Employee shall sign and be given a copy of the evaluation report prepared by the evaluator. In no case shall the Employee's signature be construed to mean that he/she necessarily agrees with the contents of the evaluation, only that the contents have been discussed. An Employee may submit additional comments to the written evaluation if he/she so desires within thirty (30) calendar days from the receipt of the written evaluation. The Employee's comments are to be placed in the Employee's personnel file.