IASB POLICY REFERENCE MANUAL

TABLE OF CONTENTS

SECTION 5 - PERSONNEL

General Personnel

5:10 Equal Employment Opportunity and Minority Recruitment

5:10-AP Administrative Procedure - Workplace Accommodations for Nursing Mothers

5:20 Workplace Harassment Prohibited

5:20-AP Administrative Resource - Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation

5:20-E Exhibit - Resolution to Prohibit Sexual Harassment

5:30 Hiring Process and Criteria

5:30-AP1 Administrative Procedure - Interview Questions

5:30-AP2 Administrative Procedure - Investigations

5:30-AP2, E1 Exhibit - Notice of Preliminary Hiring Decision Based on Conviction Record

5:30-AP2, E2 Exhibit - Notice of Final Hiring Decision Based on Conviction Record

5:35 Compliance with the Fair Labor Standards Act

5:35-AP1 Administrative Procedure - Fair Labor Standards Act Exemptions

5:35-AP2 Administrative Procedure - Employee Records Required by the Fair Labor Standards Act

5:35-AP3 Administrative Procedure - Compensable Work Time for Non-Exempt Employees Under the FLSA

5:35-AP4 Administrative Procedure - Fair Labor Standards Act 12-Step Compliance Checklist

5:35-E Exhibit - Volunteer Agreement Executed by a Non-Exempt Employee

5:40 Communicable and Chronic Infectious Disease

5:40-AP Administrative Procedure - Communicable and Chronic Infectious Disease

5:50 Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

5:60 Expenses

5:60-AP Administrative Procedure - Federal and State Grant Travel Expense Procedures

5:60-E1 Exhibit - Employee Expense Reimbursement Form

5:60-E2 Exhibit - Employee Estimated Expense Approval Form

5:70 Religious Holidays

5:80 Court Duty

5:90 Abused and Neglected Child Reporting

5:90-AP Administrative Procedure - Coordination with Children’s Advocacy Center

5:100 Staff Development Program

5:100-AP Administrative Procedure - Staff Development Program

5:110 Recognition for Service

5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest

5:120-AP1 Administrative Procedure - Statement of Economic Interests for Employees

5:120-AP2 Administrative Procedure - Employee Conduct Standards

5:120-AP2, E Exhibit - Expectations and Guidelines for Employee-Student Boundaries

5:120-E Exhibit - Code of Ethics for Illinois Educators

5:125 Personal Technology and Social Media; Usage and Conduct

5:125-E Exhibit - Employee Receipt of Board Policy on Personal Technology and Social Media

5:130 Responsibilities Concerning Internal Information

5:130-AP Administrative Procedure - Email Retention

5:140 Solicitations By or From Staff

5:150 Personnel Records

5:150-AP Administrative Procedure - Personnel Records

5:160 **OPEN**

5:170 Copyright

5:170-AP1 Administrative Procedure - Copyright Compliance

5:170-AP2 Administrative Procedure - Seeking Permission to Copy or Use Copyrighted Works

5:170-AP3 Administrative Procedure - Instructional Materials and Computer Programs Developed Within the Scope of Employment

5:170-AP4 Administrative Procedure - Designation of District Digital Millennium Copyright Act (DMCA) Agent; Registration Process

5:170-E1 Exhibit - Request to Reprint or Adapt Material

5:180 Temporary Illness or Temporary Incapacity

5:185 Family and Medical Leave

5:185-AP Administrative Procedure - Resource Guide for Family and Medical Leave

Professional Personnel

5:190 Teacher Qualifications

5:190-E1 Exhibit - Notice to Parents of Their Right to Request Their Child’s Classroom Teachers’ Qualifications

5:190-E2 Exhibit - Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements

5:190-E3 Exhibit - Letter to Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment

5:200 Terms and Conditions of Employment and Dismissal

5:210 Resignations

5:220 Substitute Teachers

5:220-AP Administrative Procedure - Substitute Teachers

5:220-E Exhibit - Unsatisfactory Performance Report for Substitute Teachers

5:230 Maintaining Student Discipline

5:240 Suspension

5:240-AP Administrative Procedure - Suspensions

5:250 Leaves of Absence

5:250-AP Administrative Procedure - School Visitation Leave

5:260 Student Teachers

Educational Support Personnel

5:270 Employment At-Will, Compensation, and Assignment

5:270-E Exhibit - Notice of Employment

5:280 Duties and Qualifications

5:285 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

5:285-AP Administrative Procedure - Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

5:290 Employment Termination and Suspensions

5:300 Schedules and Employment Year

5:310 Compensatory Time-Off

5:310-E Exhibit - Agreement to Receive Compensatory Time-Off

5:320 Evaluation

5:330 Sick Days, Vacation, Holidays, and Leaves