

MATTOON COMMUNITY UNIT SCHOOL DISTRICT #2

Work Rules and Procedures For Teachers, Administrators, and Other Certificated Employees

Wherever people gather to achieve goals, some formal procedures and rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. We hold ourselves to high standards of service so that students are encouraged to learn to the limits of their abilities. Rules and procedures assure that students and employees have a safe place to learn and work and that the activities of the District remain effective and efficient.

As an employee you have a responsibility to the District, parents, students, taxpayers, and to your fellow employees to adhere to certain procedures and rules of behavior and conduct. This can be accomplished by being certain you understand what procedures and work rules have been adopted and what conduct is expected and necessary.

When each person is aware that she or he can fully depend upon fellow workers to follow the formal procedures and rules of conduct, then our school district will be a better place to work and a better place for students to learn.

Generally speaking, we expect each employee to act in a mature and responsible way at all times. However, to avoid any possible confusion, some important procedures and obvious unacceptable activities are noted below. If you have any questions concerning any work or safety rule or any of the unacceptable activities listed, please see your principal (or supervisor) for an explanation. All rules and procedures are intended to be consistent with the Collective Bargaining Agreement and should be interpreted that way.

To further the work and goals of the District and to be consistent with rights of others, all rules should be interpreted reasonably. If any employee encounters a rule that can be interpreted as imposing an unreasonable burden on the employee or resulting in unreasonable expenditure or delay, the employee is encouraged to discuss the matter with the Assistant Superintendent.

Work Rules

1. It is the responsibility of each certificated employee to read, understand, and apply all work rules.
2. Applicants and employees shall not falsify employee applications or intentionally misstate qualifications for positions.
3. Each employee shall report all work-related injuries as soon as possible (within 24 hours if a work day) to his/her principal or designee and to the Insurance Claims Secretary in the Administrative Service Center. Any employee who fails to report work-related injuries within 72 hours is subject to discipline. The proper method for reporting work-related injuries is found in the Procedure section of this document.
4. Employees shall not make improper use of paid leaves of absence such as professional leave, sick leave, or personal leave.
5. Any employee whose paid leave is or will be exhausted before she or he is able to return to work and who desires to continue as an employee must request an unpaid leave. Any employee who fails to request such a leave will be deemed absent without leave and subject to discipline. If the employee is unable to make the request, another person may notify the district. If the employee desires leave for reasons other than personal illness or injury, the employee must apply in advance following appropriate procedures.
6. For probationary employees, absence in excess of 30 working days beyond the exhaustion of sick leave constitutes a break in probationary service, and the probationary period will be deemed to begin again with the next school year.
7. No disability that lasts longer than 180 working days after the exhaustion of sick leave shall be deemed temporary. The Board of Education may require any employee applying for disability leave to submit to an examination by a physician on the mutual list to determine the validity of a disability and shall pay the cost thereof.
8. In general, no leave without pay will be granted unless it is reasonably likely that the employee will be able to return to work at the end of the leave. All rights of the employee and the Board under the Americans with Disabilities Act are preserved.
9. If possible, employees must provide at least 30 days' notice of the date when a family and medical leave is to begin to the Superintendent. If 30 days' notice is not practicable, the notice must be given within two business days of when the need becomes known to the employee. Employees shall provide at least a verbal notice sufficient to make the District aware that he or she needs a family and medical leave and the anticipated timing and duration of the leave. Failure to give the required notice may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

10. Each employee shall report to work at the time assigned and continue assigned duties throughout the workday, except as is permitted for authorized leaves, breaks, and duty-free lunch.
11. Employees who are going to be absent from work for any reason shall arrange for their own substitute by contacting the Substitute Teacher Coordinator, unless relieved of this responsibility by the administration. Any employee who fails to arrange for his/her substitute prior to being absent will be considered absent without leave and subject to discipline, except if the employee is unable due to an emergency or incapacitation. The Procedures section of this document describes the actions to take for absences.
12. Employees shall not leave the school campus during the workday without the knowledge and approval of the principal or designee, excluding the duty-free lunch period. Employees may be required to sign in and sign out.
13. Employees will complete professional responsibilities in a timely manner. If for any reason an employee cannot accomplish a professional responsibility by a deadline, she or he should notify the building principal or supervisor of the activity as soon as possible. For example, a special education teacher may be unable to prepare adequately for an important IEP conference due to illness or failure of another person to provide information to the teacher. The teacher should notify the principal in enough time to deal with the issues and problems.
14. Teachers shall maintain accurate records of student attendance, academic achievement, and other information required by the district. Teachers of special education students assigned to them will be responsible to follow the student's IEP, as provided to the teacher.
15. While at school, at school sponsored events, or during school working hours, employees shall not engage in personal dress, grooming, or behavior which causes or could cause the administration to anticipate interference with the educational process or the work of others. For example, while working for the District, employees may not wear clothing that displays vulgar or obscene language, promotes alcohol or drugs, demeans individuals or groups of persons, supports political candidates or political party propositions, etc.
16. Employees shall obtain permission from the building principal or designee to use district services or materials for personal use. Employees will reimburse the District for personal use of district services and materials.
17. Employees may not use, take, or retain school district tools, equipment, or vehicles for personal use, except as authorized by the collective bargaining agreement or board policy. Except as stated above, no employee has authority to modify or waive this rule.

18. Employees shall not bring personally owned equipment or furniture to school without permission from the building administration. If permission is granted, the district assumes no liability for lost, damaged, or stolen personal property.
19. Employees shall work with an awareness of safety at all times and shall read, understand, and apply all safety instructions related to procedures or equipment. Employees shall not defeat any safety device. Employees shall use safety glasses or ear protection, seat belts, and all other safety devices supplied by the employer.
20. Employees shall not exploit their relationship with students for personal gain. Employees shall not engage in solicitation or distribution of any kind (personal, political, religious, or any other organization) during school working time, on school property, or at any school sponsored activity, except as permitted by the collective bargaining agreement or authorized by the Superintendent and approved by the building principal.
21. Employees shall not use or possess district keys, including master keys, unless authorized by the principal.
22. Employees shall be truthful to the Board of Education or the administration in regard to matters relating to employment or directly related to the employee's work duties.
23. Employees shall not knowingly falsify documents.
24. Employees shall not knowingly make false claims for insurance or any other benefits.
25. Employees shall not knowingly misrepresent to any person the extent of her or his job authority or knowingly purport to act on behalf of the district when not authorized to do so. No employee shall knowingly incur expenses or enter into contracts on behalf of the district without authority to do so.
26. Employees shall not work when under the influence of any intoxicating liquor or drug, including medication as prescribed by a physician for that employee, or products over-the-counter that substantially impedes the employee's ability to work. No employee shall operate any equipment, machine, or vehicle when unable to do so in a safe and alert fashion. The employee shall notify the principal if any medication causes diminished alertness or substantially alters his or her ability to perform work. No employee shall conceal or maintain any intoxicating liquor or illegal drug in or on any school property or at any school-sponsored activity. No employee shall consume alcoholic beverages on any workday at any time between the beginning and end of his/her work assignment or on any school property or at any school-sponsored activity.
27. Employees may not smoke or otherwise use tobacco on school property or while engaged in work for the District.

28. Employees may not bring onto school property or any school activity any dangerous items such as firearms, ammunition, explosives, or fireworks, unless approved by the administration for educational purposes. The administration may direct employees to remove items that might endanger or cause harm to others.
29. Employees shall not at any time engage in acts dangerous to the property of the district, students, other employees, or the public or the health, safety, or welfare of students, other employees, parents, or public. This rule shall not be deemed violated by accidental acts which are not intended by the employee, but employees shall act with prudence and caution at all time. This rule does not prohibit the employee from using reasonable force to protect themselves, others, or property from harm.
30. Except for normal wear and tear, each employee shall report damaged or broken equipment or other school property in his/her assigned area of responsibility to the immediate supervisor.
31. The loss of driving rights or privileges for any position requiring a current drivers license may be cause for discipline. The employee must advise the district of lost driving privileges if the position requires the use of a current drivers license.
32. The loss of or the failure to maintain any certificate necessary or required for the employee's position shall be cause for dismissal.
33. Employees shall not fail to deposit promptly, report, or account for any student funds, gate receipts, or other money or property of the school district or other school related funds coming into the employee's possession.
34. Employees shall not disclose the contents of a student file to any person except in the exercise of job responsibilities or when such disclosure would constitute a violation of the Illinois School Student Record Act or the Family Educational Right to Privacy Act. Employees may seek clarification of their responsibilities under this rule from their principal. Employees shall not disclose the contents of student records to other than a student's parents or legal guardian, the student, or other certificated employee without advance instruction from the building principal or other person responsible for the student's records.
35. Employees may not withhold money or property of students, other employees, or the district without the knowledge and approval of the principal or administrative supervisor. This does not apply to holding objects for security or safety reasons or removing objects from students to prevent disorder. All confiscated student property shall be dealt with in accordance to building policy.

Employees may direct that students not bring items to school or class that have, or the teacher reasonably believes will, cause disruption or disorder.

36. Employees shall not disclose the contents of any employee file to any person except in the exercise of job responsibilities. Employees may seek clarification of their responsibilities under this rule from the Assistant Superintendent/Director of Human Resources. This rule does not prevent access to an employee file by the employee or his authorized representative.
37. Employees shall not remove student or employee files from the building where maintained by the District without advance written authorization from the Assistant Superintendent or designee except for special education files needed to complete IEP work. When any such file is removed from the building, the employee will follow district or building checkout procedures.
38. Employee record information such as transcripts or medical information is deserving of privacy. Employees shall not disclose confidential information about other employees, except as required to perform the employee's job.
39. Employees shall not engage in corporal punishment of students. This includes, but is not necessarily limited to, intentional infliction of bodily harm, slapping, paddling, or prolonged maintenance of students in physically painful positions.
40. Conviction of any offense involving the willful infliction of harm upon children may be cause for discipline up to and including dismissal.
41. Physical violence is unacceptable; however, employees may take reasonable steps to protect themselves and others from physical violence and may reasonably restrain a student to protect the employee, others, or property.
42. Employees shall not engage in, while at school, at its sponsored events, or during working hours, behavior which constitutes gross disrespect for the property or rights of others.
43. Employees shall not use profanity when speaking to parents or students. Profanity means words that are generally accepted as inappropriate by community standards. Employees shall not engage in behavior that is humiliating or embarrassing to other employees in the presence of students.
44. Employees shall not engage in any sexual or romantic relationship with any students at any time. Employees shall not make sexually suggestive remarks or engage in sexual conduct or acts on or toward students.
45. Employees shall not make unwelcome sexual advances or request sexual favors from other employees or engage in other verbal or physical conduct or communication of a sexual nature which constitutes sexual harassment or otherwise creates an intimidating, hostile, or offensive working environment. Employees who feel they have been harassed due to their sex or who are the object of unwanted sexual advances

or conduct are strongly encouraged to contact immediately the District's sexual harassment officer.

46. Employees shall not at any time, whether or not during working hours or whether or not on the business of the employer, aid, abet, solicit, or engage students, any child under the age of 18, or any employee in any activity which is illegal or involves dishonesty.
47. Employees shall not engage in any activity that is illegal during working time or on school property. No employee shall instruct or dissuade another employee from reporting evidence of illegal acts or violation of school rules.
48. Employees who are dishonest or violent shall be subject to dismissal.
49. Employees shall not willfully refuse to obey written or oral instructions that could reasonably be expected to be followed when given by a member of the administrative staff.
50. Employees shall not engage in willful behavior that interrupts the orderly process of school affairs. This rule does not prohibit activities permitted by the Illinois Educational Labor Relations Act.
51. Excessive incidents of misconduct, even for relatively minor acts, may be cause for discharge. Progressive discipline normally will be used in response to minor acts of employee misconduct.
52. Employees shall not release a child to a person other than the child's parents (or in the case of divorce, the custodial parent) or other guardian, without advance approval from the parent, legal guardian, or administrator.
53. Employees shall personally report evidence of child abuse to the DCFS Hotline. No employee shall instruct or dissuade another employee from making such a report. The employee shall notify the administration if the report concerns a school employee.
54. Employees shall report to their principal any conduct by other employees that the employee believes is dangerous to the health, safety, or welfare of students or other employees.
55. The employer does not prohibit employees from outside employment. However, such other employment or activities may not interfere with timely performance of job duties.
56. Unless authorized by the administrative, employees shall not accept from suppliers rebates, gifts, gratuities, premiums, or promotional materials with a total value of more than \$5.00 for personal use or gain. Anything associated with purchasing such as

samples or volume purchase premiums is to be used for school use and is to be fully disclosed to the administration.

57. Employees who use the Internet should read the Authorization for Internet Access guidelines and are required to follow them. No employee may have an Internet account without first signing the Authorization form and returning it to the school principal.
58. These rules may be supplemented from time to time by administrative rules. The superintendent and all building principals are authorized to adopt such additional rules as may be necessary, convenient, or consistent with these rules. In case of danger, emergency rules may become effective immediately upon being made known to employees.

Procedures

1. **Arranging for a substitute:** Employees who are going to be absent from work for any reason shall contact the Substitute Teacher Coordinator by calling **238-8888** to arrange for their own substitute. Employees should contact the Substitute Coordinator in advance of their absence as much as possible. Employees who must leave work during their workday must report to their principal or designee before leaving unless prevented by an emergency or incapacitation.

Employees who miss work because of a personal illness or injury requiring a physician's care or who miss five (5) or more continuous days of work because of the illness or injury, may be required to obtain a written verification of inability to work signed by a physician. The employer may also require a physician's fitness examination prior to returning to work. If the physician places restrictions or limitations on the employee's ability to work, the employee may be unable to perform the essential job requirements. Whether the employee will be permitted to work with limitations will be considered on a case-by-case basis.

2. **Injured on the job:** Each employee shall report all work-related injuries as soon as possible (within 24 hours if a work day) to his/her principal or designee and to the Insurance Claims Secretary in the Administrative Service Center and fill out an Accident Report and a Worker's Compensation Claims Form. If an injured employee is physically unable to go to the Administrative Service Center, the employee or designee must notify the Insurance Claims Secretary by phone as soon as possible. The phone number is **238-8884**.
3. **Disability leave:** Any employee who is receiving Temporary Total Disability (TTD) benefits shall continue to receive and accrue seniority as if regularly working but will not continue to earn sick leave, personal days, or salary schedule credit.

The district will supplement TTD benefits by paying the difference between the TTD benefit and the employee's regular salary by deducting a proportional amount of the employee's sick leave or personal days until such sick leave or personal days are exhausted. The employee who is receiving TTD benefits must go to the business office each payday to receive a paycheck.

For additional information, please refer to provisions in the "Professional Agreement between the Mattoon Community Unit School District Number Two and the Mattoon Education Association" concerning disability leave.

4. **Requesting a leave of absence:** Employees who desire a leave of absence for more than thirty (30) calendar days must fill out a Request for Personal Leave form. Extended leaves of absence require the approval of the Board of Education. This form together with a written explanation must be received by the Assistant Superintendent/Director of Human Resources no later than Thursday before the regular monthly Board meeting.

A leave of absence for less than 30 days should be addressed to the Superintendent on special forms available in the Office of the Assistant Superintendent/Director of Human Resources.

Employees are expected to use all sick, personal, and/or vacation leave before unpaid medical leave (if any) will be granted. Likewise, employees must use all personal leave and vacation leave before unpaid personal leave will be granted.

With the exception of military leave, employees who are granted unpaid leaves of absence do not receive or accrue benefits such as, but not limited to sick leave, personal days, seniority, and salary schedule advancement. Employees who are granted unpaid leaves of absence are responsible for their full health insurance premium. Checks should be made out to Mattoon Community Unit School District Two. Employees who are on military leave are requested to provide a copy of their military orders to the Assistant Superintendent/Director of Human Resources.

5. **Family medical leaves of absence:** Sick leave and personal leave will be included in a maximum 12-week leave granted by the federal Family Medical Leave Act. When spouses are both employees of the District, they shall each be entitled to 12 weeks FMLA leave. Employees who want to take an unpaid leave qualifying under FMLA must apply on forms available in the Office of the Assistant Superintendent/Director of Human Resources.
6. **Professional meetings:** Mattoon CUSD #2 encourages teachers to grow professionally by providing generous budgets to reimburse most expenses related to approved staff development activities that include registration fees, travel expenses, meals, and hotel accommodations. Employees who wish to attend a professional meeting, e.g. workshop, convention, or seminar, must fill out a request form that is available in each school office. Requests should be submitted to the principal or supervisor at least two weeks before the date of the activity. For more information, see Supplemental Understandings in the Professional Agreement.
7. **Salary schedule credit:** Requests for salary schedule credit for the completion of undergraduate and graduate coursework must be submitted on the appropriate form that can be obtained in any school office or from the Office of the Assistant Superintendent/Director of Human Resources. Requests must be submitted at least five (5) days before the first class meeting. Additional information is available on the Graduate Request Approval Form and in School Board Policy.

Undergraduate course work must:

1. Be included in a plan that will result in a new endorsement to a current teaching certificate
2. Be included in a plan that will result in an additional teaching certificate
3. Be undertaken at the request of the school district

4. Be part of an individual professional development plan as described in the Mattoon CUSD #2 Staff Development Program

To receive salary schedule credit, employees must request that their college or university submit an official college transcript to the Office of the Assistant Superintendent/Director of Human Resources before September 1. Transcripts are usually not posted with summer school course work before September 1; therefore, the employee needs to notify the Office of the Assistant Superintendent/Director of Human Resources in writing that an official college transcript has been ordered and that the employee has earned credit hours that will affect his or her salary schedule credit.

8. **Part-time teachers:** Part-time certificated employees earn experience credit used in salary and seniority calculations. Certain employees are “grandfathered” as having “half steps” of experience. Beginning August 1, 1998, salary schedule credit will be awarded only in whole years. In any year, an employee will advance on the salary schedule if he or she works two-thirds time or more. For example, an employee who works 120 or more days will advance one step on the salary schedule. An employee who works 5 hours per day for the entire school year works less than two-thirds time and does not advance on the salary schedule.

Part-time certificated employees receive personal leave, sick leave, and insurance on a pro-rata basis. However, part-time employees must work at least 3 ½ hours per day to receive insurance.

9. **Extra-curricular employment:** Any certificated employee who wants to be employed as a coach or sponsor of any extra-curricular student activity should apply in writing to the Assistant Superintendent/Director of Human Resources. All appointments of employees to extra curricular positions are at the will of the Board of Education. Should the Board remove an employee during the school year or during the “season” of the extra curricular activity, the employee will be paid the full stipend. The employee may resign the extra curricular position by giving written notice to the Assistant Superintendent/Director of Human Resources.
10. **EIU Transferable tuition waivers:** Tuition waivers provided by Eastern Illinois University, Department of Clinical Supervision (Student Teaching Dept.) are available to all Mattoon teachers in generous though limited quantities each year. Requests for transferable tuition waivers can be made by submitting a completed request form to the Office of the Assistant Superintendent/Director of Human Resources. For more information, refer to Supplemental Understandings in the Professional Agreement.
11. **Tuition reimbursement:** One-half of tuition and fees may be reimbursed to Mattoon teachers after successfully completing graduate course work at any accredited college or university. The amount of funds available each year for this benefit is determined through collective bargaining.

12. **Personal day:** Teachers earn two personal days each year (three if you have worked more than 20 years and have accumulated 90+ sick days). Requests to use a personal day can be made by submitting a completed request form to the Office of the Superintendent at least 24 hours in advance. For more information, refer to the Professional Agreement.

13. **Salary verification:** Each year employees are asked to verify their salary, accumulated sick leave, extra-duty assignments, teaching assignments, teaching qualifications, and seniority. Employees are asked to check information carefully and to notify the administration of necessary corrections or additions. Adjustments in compensation will be made only for the current year.

Receipt

I, _____ (Print Name), have received my copy of the Work Rules for certificated employees. I understand that rules and procedures will change from time to time and that I am obligated to follow new rules when they become effective.

Date _____

Signature of Employee _____