

Educational Support Personnel

Employment Termination and Suspensions

Resignation and Retirement

An employee is requested to provide 2 weeks' notice of a resignation. A resignation notice cannot be revoked once given.

An employee planning to retire should notify his or her supervisor at least 2 months before the retirement date.

Non-RIF Dismissal

The District may terminate an at-will employee at any time unless prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed:

1. at the end of the school year or
2. at the end of their respective contract after being provided appropriate notice and
3. after compliance with any applicable contractual provisions, or
4. mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

Reduction in Force and Recall

Should the Board deem it necessary to reduce the number of Support Staff members or hours in any category, persons within that category will be laid off or reduced in hours in reverse order of seniority and will be notified 30 days before the effective date of the lay off.

Reduction shall be made according to these conditions based upon the seniority list established annually by the superintendent.

1. By October 1 of each year, the superintendent shall publish a draft seniority list to the Association and Board.
2. Association members may challenge alleged errors in the list between October 1 and December 1, after which the superintendent shall publish a revised list.
3. Association members may continue to challenge alleged errors until the Board takes action to reduce Support Staff positions.
4. The published seniority list shall reflect the starting date of employment.
5. Seniority lists for Permanent Support Staff members shall be established in the classifications and categories as presented in the current District contract (ARTICLE VI., B. Support Staff, 2. f. [page 34]).

Except as provided below, written notice will be given to the employee by certified mail, return receipt requested, at least 30 days before the employee is dismissed, or his or her hours are reduced. If applicable a reason for dismissal or a statement of honorable dismissal will be included with the written notice. The prior written notice will be extended to at least 90 days if the lay-off is due to the District entering into a contract with a third party for non-instructional services.

For 1 calendar year after layoff, recall will be based upon seniority within a classification or, when applicable, category.

Final Paycheck

Terminated employees will receive their final pay on the next regular payday following the date of termination.

An exception will be made if an employee is dismissed due to a reduction in force. His or her final paycheck shall be issued on or before the third business day following the last day of employment.

Suspension

Except as provided below, if in the Superintendent's judgment an employee's presence is detrimental to the District, the Superintendent is authorized to suspend any Support Staff as a disciplinary measure if an investigation into allegations of misconduct is being conducted or a dismissal hearing is pending.

A disciplinary suspension shall be with pay:

- (1) when the employee is exempt from the overtime provisions, or
- (2) until an employee with a designated contract for a definite term is provided a notice and hearing according to the suspension policy 5.240.

The Superintendent will notify the employee of the following requirement if a suspension is to be recommended. Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension.

LEGAL REF.: 105 ILCS 5/10-22.34c and 5/10-23.5.
820 ILCS 105/4a.

CROSS REF.: 5:240 (Professional Personnel - Suspension), 5:270 (Educational Support Personnel - Employment At-Will, Compensation, and Assignment)

Adopted by the Board of Education October 2001
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