

# **Waverly CUSD #6**

## **At-Will Employee**

### **Handbook**

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## **PREFACE**

This policies/practices/procedures manual was developed in response to the need for consistency of operations at Waverly CUSD #6 schools. The Employee Handbook establishes policies, procedures, benefits and working conditions that will be followed by all employees, unless the condition is specifically outlined in their collective bargaining agreement or individual employment contract as a condition of their employment. AT which time the collective or negotiated contract will take precedence over this agreement. Waverly CUSD #6 Schools as we strive to provide an employee-friendly environment in which goal-oriented individuals thrive.

Waverly CUSD #6 is commitment to serving serving our students, families, community, employees by providing quality education and services is unwavering. These policies, procedures and working conditions provide a work environment in which all stakeholder interests are served.

We value our employees' talents, skills and abilities and seek to foster an open, cooperative and dynamic environment in which we can all excel. Waverly CUSD #6 provides an environment where employees are encouraged to bring ideas and challenges forward to their administration and/or supervisors.

Waverly CUSD #6 is an equal opportunity employer. Religion, age, gender, national origin, sexual orientation, race or color does not affect employment decisions including hiring, promotion, development opportunities, pay or benefits. We offer fair treatment of employees based on merit and comply with all applicable federal, state and local labor laws.

We have both at-will and Union employees in Waverly District #6. Employment with Waverly CUSD #6 that is on an "at-will" basis, means that either an employee or may terminate the employment relationship at any time, for any reason, with or without cause. Individual contracts for various administrative positions are also negotiated as these employees are not part of any collective bargaining organization. These employees are "contract employees". For purposes of this contract all of the parties in the latter statements will be referred to as employees.

This handbook is not a contract of employment nor is it intended to create contractual obligations or to usurp the Bargaining Unit Contracts in Waverly District #6 or to alter the at-will employment relationships between our School Board and our employees. Only a written agreement, agreed upon by the School Board and signed by the School Board President can change the at-will nature of the employment of any individual.

The policies and procedures outlined will be applied at the discretion of the School Superintendent and/or designee. As such, may deviate from the policies, procedures, benefits and working conditions described in this handbook. The District School Board may also withdraw or change the policies, procedures, benefits and working conditions described in this handbook at any time, for any reason. While it is our goal to provide employees with notice of such changes, prior notice is not required before a change is implemented. Throughout an employee's employment with

Waverly District #6, it is his or her responsibility to remain up to date on District policies, procedures, benefits and working conditions—both published and unpublished.

No provision in this handbook can be waived without written permission from the School Board or designee. Please review the policies, procedures, working conditions and benefits described in this handbook. You will be asked to affirm that you have read, understand, agree to, abide by and acknowledge your receipt of this employee handbook.

## **MISSION STATEMENT**

Waverly CUSD#6 is committed to providing all students with a superior education through the use of innovative and challenging programs in a safe and mutually respected environment. We will offer students the opportunity to achieve their maximum potential while instilling pride in themselves, school, and community.

## **OBJECTIVES**

It is the intent of Waverly CUSD #6 to achieve the following objectives:

To provide an educational program and instructional arrangements which will encourage each student to develop to his/her potential.

To provide the best possible staff, both professional and support staff.

To encourage the development of meaningful relationships among students, staff, parents, and community.

To ensure that students, staff, parents, and community are afforded opportunities for participation in the development and evaluation of programs and policies.

To strive for maximum effectiveness in the use of district resources to meet the goals and objectives of the various programs.

To assist students in their physical, mental emotional, and social maturation.

# Employment Policies

## Americans with Disabilities Policy

The Americans with Disabilities Act (ADA) is a federal law that prohibits employers with 15 or more employees from discriminating against applicants and employees with disabilities. It also requires employers to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job functions of the position.

Waverly CUSD #6 complies with all applicable laws concerning the employment of individuals with disabilities and acts in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). The company does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

When a job applicant with a disability requests accommodation that can be reasonably provided without creating an undue hardship or causing a workplace safety risk, he or she will be given the same consideration for employment as any other applicant.

Waverly CUSD #6 will reasonably accommodate qualified individuals (candidates and employees) with disabilities so that they can perform the essential functions of a job, unless the requested accommodations result in the following:

- A direct threat to the safety or well-being of the individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation; or
- An undue hardship to .

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy.

The School Board and/or designees is responsible for implementing this policy, including the resolution of reasonable accommodation, safety, direct threat and undue hardship issues. Contact them with any questions or requests for accommodation.

## Employment Termination Policy

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation—voluntary employment termination initiated by an employee
- Termination—involuntary employment termination initiated by Waverly School District School Board or designees
- Layoff—involuntary employment termination initiated by for nondisciplinary reasons

If you wish to resign, we ask that you notify your direct supervisor and the Superintendent of your anticipated departure date at least two weeks in advance. Of course, as much notice as possible is appreciated by and your co-workers. This notice should be in the form of a written statement.

If you fail to report to work for three consecutive days without informing management of the planned absence, we will assume that you have voluntarily resigned.

In the case of termination due to resignation, retirement or a permanent reduction in the work force, your accrued vacation pay will be paid on a pro-rata basis and/or following the terms set in your individual contract. Unused personal time is not paid upon termination. In the case of termination, any vacation or personal/sick time used in excess of accrued time will be deducted from your final paycheck given your prior written permission and/or terms set in your individual contract.

Furthermore, any outstanding financial obligations owed to Waverly CUSD #6 will also be deducted from your final check, given your prior written permission and/or terms set in your individual contract. If your final check does not sufficiently cover the money owed to the company, you will remain liable for that amount.

A meeting between you and your immediate supervisor will take place prior to your last day of work. If applicable, your rights concerning continuation of group health benefits will be discussed during this meeting. Parking privileges, building keys, District purchased equipment and building passes must be returned at this time, along with all other company property and confidential information.

If you leave in good standing, you may be considered for re-employment.

Except as required by law or by separate agreement, employee salary and benefits will end on the date of termination.

Upon resigning from Waverly CUSD #6, you should continue to provide the company with an accurate address for at least one year for tax purposes.

## **Internal Transfer/Promotion Policy**

Waverly CUSD #6 strives to retain employees through an environment that creates opportunity and encourages advancement. It is our goal to allow employees to fully use and develop their skills.

When a position becomes available, it will be advertised both internally and externally. Current employees are welcome to apply, as are external candidates. All staffing decisions will be made with the position goals in mind, with the desire to hire the most-qualified individual being paramount.

At times, positions may be filled internally without being posted. This could relate to a business need or a planned career progression that includes an employee being assigned new responsibilities.

Transfers can be either administrative or employee-initiated. They are determined by Waverly CUSD #6 needs and employee qualifications. Employees being considered for transfer may be given the opportunity to provide input. Transfers will be made in a manner that disrupts ongoing operations as little as possible.

In order to be considered for a transfer or promotion, you must complete the Employment Application guidelines specified in the employment posting. After the interview process is complete, if you are selected for the position, you will receive documentation and the transition process will begin.



## **Code of Ethics Policy**

Waverly CUSD #6 maintains specific policies in an attempt to assist employees in adhering to certain standards of conduct. These policies are in place to preserve the Company's reputation and prevent adverse consequences to all parties involved. This particular policy is designed to establish standards of conduct with respect to professional standards and the [The School Code of Illinois](#)

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### **ADVERTISING**

#### **OUTSIDE AGENCIES**

It is the general policy not to advertise for non-educational agencies or services. This policy applies to posters and fliers supplied by non-educational agencies and services. In some cases, exceptions are made. All requests begin with the building principal.

#### **COPYING**

Copy machines are located in the office for employee use; the machine in the office is for administrative and secretarial use, and is not to be used routinely by other employees without administrative approval.

Copy machines are provided to enhance education at Waverly schools. They are not to be used for personal projects.

#### **POSTERS**

In order for organizations to not compete with one another, school organizations will be allowed a maximum of four posters per event when more than one event is occurring. There is no limit if only one event is taking place. Before hanging these posters, representatives of the organization must bring the posters to the building principal for their approval and signature.

Posters are not to be taped to doors or painted surfaces.

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### **ANNOUNCEMENTS**

Each day announcements will be read following the pledge of allegiance. Copies of the announcement will be posted outside the office and online.

If an employee has an announcement, which they wish to have on the morning announcements, they must submit it to the office by noon the day before the announcement is to be made. Please do not request announcements to be made at other times unless it has approval by the building principal.

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### Consulting Activities

Employees may be authorized to accept out-of-district consulting assignments within reasonable limits as may be approved by the superintendent and/or individual contract agreements.

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### Depositing Cash Receipts

Activity sponsors or employees are to make deposits to the building secretary and designated club members should bring all money collected from fundraisers to the building secretary for proper depositing and accounting.

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### Professional Organizations

The Board recognizes the right of its employees to join and take part in associations of their own choosing so long as such activities do not interfere with the operations of the schools.

The Board shall encourage its employees to join professional organizations which shall increase their professional expertise.

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### Employee-Student Relations

The relationship between employees and students should be a professional one of cooperation, understanding, and mutual respect. The staff has the responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff will strive to secure individual and group discipline and should be treated with respect by the students. Staff should extend to students the same respecting courtesy, which they, as staff members, have a right to demand. Both staff and students are to be treated with dignity.

NO employee of the district shall date a student of the school district.

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### Professional Dress

All employees shall dress in a professional manner suited to their employment tasks. Any at-will employee who has direct supervision or instructional responsibilities of students will be expected to follow Waverly Education Association and Board of Education dress policy that has been adopted.

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### Visitors

All visitors must report to the office to receive permission from an administrator to visit our school.

Parents or community members are welcome to visit individual classes at Waverly schools with permission. Before anyone will be allowed to visit classes, they must secure permission from the principal one day in advance of the visitation.

Visitors should note that they would be welcome only as observers of the Waverly CUSD #6 educational system. They are not to be active participants in the classroom or office. If visitors have comments or complaints, they are to issue them at a meeting with the building principal.

## **Lunch and Rest Periods Policy**

Employees are allowed an unpaid 30-minute lunch break. Lunch breaks are generally negotiated with the immediate supervisor. The schedule for meal periods should be established based on work requirements in each building. Staggered meal periods may be necessary to ensure the continuity of operations and services. Supervisors should make sure that each location is adequately staffed and that someone with authority to resolve minor problems is available at all times.

Two paid rest periods of 15 minutes each are permitted each day. The schedule for these breaks depends on the needs of each office.

## **Military Leave Policy**

Waverly CUSD #6 provides military leave to eligible employees in compliance with federal and state laws, including the federal Uniformed Services Employment and Reemployment Rights Act (USERRA). Questions regarding the Company's military leave policy should be directed to Human Resources.

Employees should notify their managers as soon as they become aware of a military service obligation.

## **Salary and Benefits**

### **Salary Payment**

All employees will receive their pay stubs in their assigned mailboxes on or before the 11<sup>th</sup> and 25<sup>th</sup> day of the month during the school year. Summer checks will be mailed to the District address on file if the employee is 220 day employee or less.

Each contract or “at will” employee salary is based on individual contract negotiations and approved by the Board of Education.

Contract or at-will employee salary is determined by the Board of Education.

### **COBRA Benefits Policy**

Waverly CUSD #6 complies with the Consolidated Omnibus Budget Reconciliation Act (COBRA). This federal law gives covered employees (and their dependents) who have lost health benefits the right to continue group health plans for limited periods of time under certain circumstances (called “qualifying events”). All administrative rules and processes as well as changes in plan benefits and premiums apply to those on continuation coverage.

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## **RESIGNATION OR DISMISSAL**

The school district’s hospital and medical and life insurance coverage stops immediately for the employee whose employment is terminated prior to the end of that person’s employment contract (leaving without the Board approving a resignation).

The employee whose resignation is acknowledged by the Board of Education effective prior to the end of that person’s employment contract may secure “converted policy” protection by applying to the district superintendent within thirty days of the effective date of the resignation and paying the premium. The school district does not pay any premiums after the effective date of the resignation.

The employee who has taught the full year and who voluntarily resigns or is dismissed by Board of Education action effective the last day of the school year of the that person’s employment contract will assume financial responsibility for any continuation of insurance secured by the employee beyond the last day of the employee’s work in the school district. No insurance claims may be made against the school district by said individuals after the last day of the school year or the person’s employment contract.

### **Employer-offered Insurance Policy**

Waverly CUSD #6 provides group health, dental and vision insurance plans to all active employees who are normally scheduled to work 30 or more hours per week. Details concerning available plans, level of coverage and premium costs are in the benefit information provided during new hire orientation or available from the Superintendent or designee.

Insurance coverage begins on the first of the month following the date of hire. All necessary enrollment forms must be completed by the employee before this date. Current part-time employees who become full-time employees will be notified by the Superintendent or designee when they are eligible to enroll.

Employees have the option of waiving all pre-tax benefits. Should an employee choose to waive these benefits, the employee will not have another opportunity to elect them until the next Open Enrollment Period, and any after-tax coverage permitted by will be outside the plan. The only exception to this is in the case of a Change in Election Event for an applicable benefit. Some common Change in Election Events include changes in employment status, divorce and marriage. In these circumstances, the election change must be on account of and consistent with the Change in Election Event, as described in the Plan.

As a result of termination, a reduction in work hours or in the event that an employee goes on military leave or takes another extended leave of absence, an employee may be eligible to continue the company's group coverage by paying the monthly premium. More information will be provided when an employee becomes eligible for continuation coverage.

Enrollment in group insurance is voluntary.

Contract employees can negotiate their insurance benefit premium payments or waive district benefits per their individual contract.

## **Employment Taxes & Voluntary Deductions Policy**

As an employee of Waverly CUSD #6, you are responsible for paying federal, state and local taxes. This includes income, Social Security and Medicare taxes. These taxes will be automatically withdrawn from each of your paychecks at a rate that is determined by the number of deductions you claim on the W-4 Form.

## **Sick Leave**

Employees may be granted no less than 12 sick leave days per year for full-time year round contracts. Unused sick leave days accumulate from year to year or based on individual contract of the employee. All employees are encouraged to fulfill all work assignments regularly and promptly since absences are detrimental to the quality of education for students. Sick leave days for reasons of personal illness, treatment, diagnostic services, quarantine at home, or serious illness or death in the immediate family or in the household.

When the Principal or direct supervisor has reason to believe that abuse of sick leave or other leave is occurring, that principal shall hold a conference with the staff member. If necessary a written report of that conference shall be submitted to the superintendent.

Family Medical Leave and Non Family Medical Leave will follow the Waverly Education Association contract guidelines unless otherwise specified in the at-will employees contract in which the individual contract will take precedence over the guidance of the WEA.

## **Pay Deduct Days**

Employee absence not covered by sick leave, personal days or other board approved leave will be subject to pay deduct calculations of *1/# of contract days* of the gross contract wage for each pay deduct day employee has been absent.

## **Suspension**

The following are examples of causes for suspension of school employees without pay for disciplinary purposes or for instituting discharge proceedings. (This list is not intended to be all inclusive):

Willful or persistent violation of school policy/laws, board policy or administrative directives.

Repeated refusal to work with other members of the staff.

Willful or persistent neglect of duty.

Grounds for termination of employment provided by The School Code of Illinois other than financial exigencies or program termination.

Violation of state and federal laws.

In the event that a disciplinary suspension is ordered by the superintendent on one of the grounds specified, the order shall include the term of the proposed suspension and a description of the day and dates of the misconduct and a description of the misconduct.

## **Jury Duty**

Time lost by the employee summoned by jury duty or witness duty shall not be changed to sick leave, nor shall any deduction be made in pay. When jury duty or witness duty does cause a loss of work time, the employee shall receive their regular salary, and the employee shall transfer to the school district all compensation received for jury duty or witness duty, excluding any payment for travel or meals. When jury duty or witness duty does not conflict with the regularly scheduled work hours of the employee, the employee shall retain any compensation received for jury duty or witness duty.

The above statement applies provided that you:

- Show your supervisor your summons to serve on a jury prior to the time that you are scheduled to serve
- Furnish your supervisor with evidence of having served on a jury for the time claimed

Jury absence will be noted on your time sheet or time card. Time spent on jury duty will not be counted as hours worked for the purpose of computing overtime pay. Regular wages are paid until jury pay is received. Jury pay is then deducted from your regular wages.

This benefit cannot be applied to any court appearance other than jury duty unless such appearance is related to your employment.

## **Call In-Procedure**

If an employee is going to be absent due to illness or emergency, they must notify the building principal or direct supervisor. Notification must be made after 6:00 a.m. or before 9:00 p.m. the previous night. Call in procedure is preferred by email, however, a phone call is also appropriate. Refrain from texting.

Leave name and reason for absence.

## Complaint Policy

Waverly CUSD #6 strives to be responsive to our employees' concerns. We understand that problems, misunderstandings and frustrations may arise from time to time. Therefore, we encourage open communication. Any concerns employees have should be promptly reported to your direct supervisor so that a solution may be devised. To facilitate this, an employee may use the procedure outlined in this policy to resolve or clarify his or her concerns.

All complaints should be made in good faith.

Step 1: The employee should discuss the situation with his or her immediate supervisor. If the issue involves the employee's supervisor, the employee may discuss it with the Superintendent. The supervisor or other member of management should respond to the employee within five working days of meeting with the employee about this issue.

Step 2: If the issue is not resolved to the mutual satisfaction of the employee and supervisor, or if the supervisor fails to respond within five working days, the employee may submit a written complaint to the employee's director or department head or Superintendent. The employee has five working days from when the initial decision was received to submit this second-level complaint.

The written complaint should include:

- An explanation of the incident and the date the incident occurred
- Suggestions for ways to resolve the problem
- A copy of the immediate supervisor's written response or a summary of his or her verbal response and the date when the employee met with the supervisor. If the supervisor provided no response, this should be stated.

Upon receipt of the complaint, the director/department head will schedule a meeting with the employee. This meeting will take place within five working days of receiving the complaint. Within five working days of this meeting, the director/department head should issue a decision orally and in writing to the employee.

Step 3: If the employee is dissatisfied with the decision received through Step 2, he or she may appeal the decision. Appeals must be submitted, in writing, to Human Resources within five days of receiving the director's/department head's decision.

Superintendent may meet with the parties involved to facilitate a resolution. Then, the final decision will be provided to the employee both in writing and orally. The Superintendent will provide the employee with the final decision no more than 15 working days from the date it was received. The decision cannot be appealed beyond this step.

Examples of some complaints employees may have:



- Suggestions for improvement
- Concerns about working conditions
- Issues with co-workers
- Concerns about treatment at work

If an employee fails to appeal from one step to the next within the time limit of five working days, the issue will be considered settled based on the last decision provided.

Waverly CUSD #6 reserves the right to impose disciplinary action for any conduct it considers disruptive or inappropriate. The circumstances of each situation may differ, and the level of management action may vary depending on the factors of the situation.

No employee will be subject to retaliation for filing a complaint under this policy.

When a complaint is voiced, the administration will do its best to remedy the situation. Every employee may not be satisfied with every solution; however, employee input is valued and wants to foster an environment where all employees feel comfortable reporting their concerns.

## Sexual Harassment Policy

Waverly CUSD #6 prohibits sexual harassment of all kinds. This policy applies not only to employees, but also to students, guests, vendors and anyone else doing business with . Any employee who feels that he or she has been a victim of sexual harassment, or who believes that he or she has witnessed sexual harassment, should (if possible) directly and immediately inform the harasser that the conduct is unwelcome and that he or she must stop. The victim should also notify Human Resources immediately.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, offensive remarks about a person's sex, and other verbal or physical conduct of a sexual nature. Such activities are illegal when:

- Submission is made a term or condition, either explicitly or implicitly, of an individual's employment
- Submission to or rejection by an individual is used as a factor in decisions affecting that individual's employment
- Their purpose or effect interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment

Sexual harassment includes many forms of offensive behavior, including the harassment of a person of the same gender as the harasser. The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker or a non-employee. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct. Examples of sexual harassment include, but are not limited to, the following:

- Unwelcome sexual flirtation, advances or propositions
- Verbal comments related to an individual's gender or sexual orientation
- Explicit or degrading verbal comments about another individual or his or her appearance
- The display of sexually suggestive pictures or objects in any workplace location, including transmission or display via computer
- Any sexually offensive or abusive physical conduct
- The taking of or the refusal to take any personnel action based on an employee's submission to or rejection of sexual overtures
- Displaying cartoons or telling jokes which relate to an individual's gender or sexual orientation

It is important to that all employees are protected from harassment. Any incidents that are perceived as harassment will be investigated and appropriate action will be taken by the Superintendent and/or Board of Education.

## **Drug & Alcohol-Free Workplace**

Waverly CUSD #6 is a drug and alcohol free workplace. Definitions and procedures are found in the Waverly CUSD#6 Board Policy Manual.

## **Miscellaneous**

### **Long Distance Calls**

Personal long distance telephone calls are to be made only in an emergency. In the event of such an emergency, have the bill transferred to your home phone; this will eliminate any charge to the school.

In the event of a school related long distance call, use the phone in a school office.

### **Mailboxes**

Each Waverly staff member is assigned a communication box in the teacher's workroom.

These boxes are for mail, notices, and bulletins. Because important information is frequently placed in these boxes during the day, it is necessary that staff check these boxes once in the morning and once in the afternoon for current communication.

### **Purchase Orders**

All supplies and equipment requested for purchase or examination by Waverly employees may only be obtained by using the purchase order request. The requisition must include the following:

Vendor's name and complete address

Item description

Order number

Unit Price

Quantity

Any discounts available

Date and name in upper right hand corner

Total cost of items ordered

The completed purchase order must be submitted to the principal for approval, and s/he will forward it to the superintendent.

## **Time Off to Vote Policy**

Waverly CUSD #6 encourages all employees to vote. It is the policy of to comply with all state election laws with respect to providing employees time off to vote.

If an employee has four consecutive hours, either between the opening of the polls in his or her community and the beginning of the workday or between the end of the workday and the closing of the polls, it will be deemed that the employee has sufficient time outside his or her normal working hours in which to vote.

If an employee has less than four consecutive hours in the time periods described above, he or she may take as much working time as needed, when added to his or her available voting time outside normal working hours, in order to enable him or her to vote.

For nonexempt employees, however, no more than two hours of working time taken for time off to vote shall be paid, and such time shall be taken only at the beginning or end of the employee's workday as designated by his or her supervisor.

Employees requiring working time off to vote must notify their employers at least 2 to 10 working days before the day of the election.

Time off to vote is paid and does not count against an employee's accrued paid time off or sick time.

If state law requires a different arrangement, will comply with state law. Questions regarding the company's policy for time off to vote should be directed to Human Resources.

## **Travel Request**

All travel request must be made in writing and pre-approved by both the direct supervisor and the Superintendent before any request for payment, work or attendance to a function on behalf of the school District, or reimbursement can be made.

## **Reimbursements**

All mileage and general reimbursement forms are to be completed and submitted to the district bookkeeper.

## **Staff Parking**

The parking lot on the east and north side of the school is reserved for staff parking for teachers in the grade school. High school teachers may park in the lot located south of the building.

## **Information & Office Security**

### **General Computer Usage Policy**

Waverly CUSD #6 is committed to accomplishing its business objectives in a secure and timely manner. Each employee must assist in achieving this goal while safeguarding corporate information. The basic regulations for using the company computer systems are as follows:

- Computers are property of the company and may not be removed from the worksite without prior authorization
- Computers are for business use only
- The company may access any information created, transmitted or stored on its information systems
- Copying or downloading software of any kind is prohibited without prior permission
- Internet is for business use only—incidental and occasional personal use is permitted
- The company provides email accounts to its employees for business use—incidental and occasional personal use is permitted
- Any email of an offensive, pornographic or otherwise inappropriate nature is prohibited—violations may result in disciplinary action
- Company proprietary information must be protected
- Instant messaging services may be provided to facilitate communication between employees—non-business use is prohibited

Please use the computers responsibly and contact Human Resources with any questions regarding appropriate usage.

### **Electronic Mail**

All employees of Waverly CUSD #6 have a district email account. With the use of these accounts comes expectations and guidelines.

- District-related communication should be conducted using District email accounts, not personal email accounts.

- Communication sent via a District email list should remain professional and include district-related business only.
- Commercial or private advertising for commercial or profit-making gain without written authorization of the Superintendent is prohibited.
- The file size limit for District email is 26.2 MB. If a larger file needs to be sent, consider using the District Inbox Messaging System.

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#### Email Signature

- Name
- Position
- Building(s) you serve
- Address for home building
- Phone number for home building

Information that is **not required**, but **can be added** to your email signature:

- Teacher or Sponsor webpage address
- Classroom or professional social media handles or links
- Professional accomplishments (NBCT, Apple Teacher, Google Certified Teacher etc.)

Information that should **NOT** be in your email signature

- Quotes, Slogans, Passages, or Phrases
- Pictures
- Gifs

## **Recording Devices Prohibited Policy**

Waverly CUSD #6 respects the privacy of its employees and strives to protect all confidential Company information.

Waverly CUSD #6 prohibits the use of any recording device on District property or during working hours unless specifically permitted by the District. The use of picture phones or any other camera or device that may capture visual images without the building principal or Superintendent prior written permission is also prohibited. More specifically, the use of picture phones or other recording of visual images is prohibited in locker rooms, restrooms and any other area where members of the public or co-workers would expect a reasonable degree of privacy and in any areas in which sensitive or closely guarded corporate or business materials are used or housed.

Any employee found in violation of this policy will be subject to disciplinary action and may also be subject to prosecution to the fullest extent permitted under the law.

## **Cellphone Reimbursement**

Up to \$100 per month of quarterly expense allowance is eligible for reimbursement of cell phone expenses for administration as negotiated in individual employee contracts.

## **Anti-Discrimination Policy**

Waverly CUSD #6 does not discriminate in employment against anyone based on race, color, sex, religion, national origin, age (40 or older), disability status or any other trait that is protected under local, state or federal law. In addition, any kind of discrimination that is based on a protected trait is not allowed in the workplace. We are an equal opportunity employer and we are dedicated to a policy of non-discrimination in all aspects of employment and company business. This policy applies not only to personnel decisions, but also to all aspects of business.

We ask that you respect those around you—co-workers, students and administrators alike.

Reports of discrimination will be investigated and disciplinary measures may be taken if warranted.

## **Attendance and Standard Working Hours Policy**

Absenteeism and tardiness place a burden on both co-workers and the District. We expect that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at the starting time each day. When you are unable to work due to illness or an accident, please promptly notify your supervisor. In the event your immediate supervisor is unavailable, you must speak with a manager. Leaving a message with another staff member or on voicemail does not constitute an acceptable notification of absence. If you do not report for work and your immediate also referred to as your direct supervisor is not notified of your status, it will be assumed after two consecutive days of absence that you have breached your contract and voluntarily resigned, and you will be removed from the payroll.

If you become ill at work or must leave the office for some other reason before the end of the workday, be sure to inform your supervisor of the situation.

You will be compensated for authorized absences according to the provisions described in your individual contract terms. Authorized absences beyond the time allowed under that policy are authorized without compensation.

In the event of severe weather, we remain open for business during regularly scheduled working hours. You are expected to report for work in severe weather if it is at all possible to do so safely. In the event we close due to weather, your building principal or designee will contact you. Please keep your building principal or designee informed on how to reach you on such occasions. *See also Severe Weather Policy of the Waverly Board of Education.*

## **Alternative Working Schedules Policy**

Waverly CUSD #6 understands the importance of work-life balance. For those at-will employees or employment whose lives do not allow a standard working schedule, alternative schedule options may be considered and outlined per individual contracts. Each situation will be handled on a case-by-case basis.



## **Background Check Policy**

Waverly CUSD #6 carefully selects quality employees. Background checks help to ensure that new employees have the skills for the job and have performed well in the past.

Waverly CUSD #6 conducts background checks on all job candidates after a contingent offer of employment has been extended. A background check may also be conducted during reassignment or promotion of an employee. A third-party administrator may be used to conduct the background checks, and all background checks will be compliant with applicable laws, such as the Illinois School Code.

The information that may be collected includes, but is not limited to:

- Criminal background
- Employment history
- Education
- Credit
- Professional and personal references

Criminal background checks may not be used as the sole reason for denying employment, unless the information obtained is job-related. The District has the right to make the final decision about employing an individual after the background check is complete as long as it is within the Illinois School Code.

Checking professional and personal references is an important part of the background check process. This provides the company with information on the potential employee's work ethic, skills and performance.

Information obtained from the background check process, including information from professional and personal references, will be used by the District only as part of the employment process and will be kept confidential by the Superintendent or designee.

## **Confidential Information & Company Property Policy**

During your employment at Waverly CUSD #6, you may have access to confidential and proprietary data, which is not generally known by competitors or within the company's field of business. This information (hereinafter referred to as "Confidential Information") includes, but is not limited to:

- Data relating to the servicing programs and students of Waverly CUSD #6;
- Procedures and techniques;
- Lists of donors;
- The identity, authority and responsibilities of key contacts of Waverly CUSD #6 accounts;
- The composition and organization of accounts' businesses;
- The peculiar risks inherent in their operations;
- Sensitive details concerning the structure, conditions, and extent of their existing products and services;
- Contract expiration dates;
- Staff evaluations or personnel files;
- Service arrangements;
- Proprietary software, Web applications and analysis tools; and
- Other data showing the particularized requirements and preferences of the accounts or sensitive information.

This is confidential information:

- (a) Not use any such Confidential Information for your personal benefit or for the benefit of any person or entity and
- (b) Use your best efforts to limit access to such Confidential Information to those who have a need to know it for the business purposes of Waverly CUSD #6.

In addition, you should minimize those occasions on which you take documents, computer disks, laptops, tablets or smartphones containing such Confidential Information outside the office. On those occasions where it is necessary, consistent with the best interests of the Company and with doing your job effectively, to take documents, computer disks, laptops, tablets or smartphones containing Confidential Information outside the office, all appropriate precautionary and security measures should be taken to protect the confidentiality of the information and in Compliance with Illinois School Code.

During the course of your employment with Waverly CUSD #6, you will be provided with and will generate correspondence, memoranda, literature, reports, summaries, manuals, proposals, contracts, customer lists, prospect lists, and other documents and data concerning the business of Waverly CUSD #6. Any and all such records and data, whether maintained in hard copy or on a computer or other medium, is the property of Waverly CUSD #6, regardless of whether it is or contains Confidential Information. Upon termination of your employment at Waverly CUSD #6 you are required to return all such information.

## Online Social Networking Policy

Waverly CUSD #6 is committed to maintaining a good relationship with its employees and the community at-large. The way the public views is vital to maintaining educational services.

While has no intention of controlling employee actions outside of work, employees should practice caution and use discretion when posting content on the Web. Employees have the right to use social media for personal expression on their own time, and will not violate employee privacy by attempting to access content that has not been made available publicly. This policy serves as a notice on the practice of social networking for all employees to read and understand. As more concerns develop and legislation is released, this policy is subject to change.

The purpose of this policy is to:

- To foster a constructive relationship between Waverly CUSD #6 and its employees
- To manage risk and preserve 's positive reputation
- To discourage the use of Waverly CUSD #6 time for personal social media activities
- To promote awareness among employees of the number of individuals who can access information presented on social networking sites

### Definitions

*Social networking* and *social media* refer to any activity that involves interaction in online communities. This interaction includes, but is not limited to, browsing profiles and photos, reading messages sent through social networking forums and participating in instant messaging services.

A *social networking site* is any website that links individuals electronically and provides a forum where users can connect and share information. These websites can be tailored to specific interests or to certain types of users. Examples of popular social networking sites include Facebook, Twitter, Tumblr, Instagram and LinkedIn. The list of social networking sites is constantly growing and changing because of the nature of the Web.

A *social networking profile* is a user's personalized page within a specific social networking site, usually containing personal information such as name, birthday, photo and interests.

*Micro-blogging* is the practice of publishing your recent whereabouts, thoughts or activities on a social networking site for other users to see. While not all social networking sites use micro-blogging, this is a primary focus of sites such as Twitter and Facebook.

*Business purposes* is considered using a social networking site for the gain of Waverly CUSD #6, usually as a task or assignment given by a supervisor. This can be done either through a specific company account on a given social networking site or through a personal account set up for the purposes of recruiting or marketing for .

The term Working Hours includes any time during which employees are being paid to conduct company business. This timeframe may vary based on job type and responsibilities.

#### Prohibited Conduct

Having your own individual social networking account and using it on your own time is permissible. However, keep in mind that some actions on your personal site are visible for the entire social networking community and may no longer be considered private matters.

Waverly CUSD #6 has put in place a set of conduct guidelines to protect its brand and prevent the unwanted disclosure of confidential information. Please follow these guidelines:

- Do not use micro-blogging features to disclose confidential student or parent information or to publish internal reports.
- We urge you to consider resolving workplace grievances internally. If you choose to address a grievance using social media, we recommend you refrain from posting comments and materials that could be viewed as malicious, obscene, threatening, intimidating, or that could create a hostile environment on the basis of race, sex, disability, religion or any other status protected by law.
- We also recommend you refrain from posting any opprobrious, reckless or maliciously untrue comments. These communications may not be protected by law.
- Do not impersonate Waverly CUSD #6 or its employees, make statements on behalf of without authorization, or make statements that can be construed as establishing 's official position or policy on any particular issue.

As stated above, the purpose of this policy is to protect 's brand and prevent the disclosure of confidential information. It is not 's intent to interfere with its employees' legal rights. Whenever state or federal law govern an area of social media participation, Waverly CUSD #6 policies should be interpreted as to comply with them.

## **Open Door Policy**

To foster an environment where employees and management feel comfortable communicating with and voicing concerns to one another, the company uses an Open Door Policy. Basically, this policy means that all of the managers' doors are open to all of the employees, and employees are free to talk with management at any time. Please consider the following in regard to this policy:

You are responsible for addressing concerns with a manager or supervisor including complaints, suggestions and observations. Addressing these concerns allows the administration to improve and explain practices, processes and decisions.

We recommend that you first discuss concerns with your immediate supervisor, but the Open Door Policy also gives you the option of discussing them with the Superintendent. All of these parties will be willing to listen to the issue and assist in a resolution.

## **Performance Evaluation Policy**

Waverly CUSD #6 is committed to providing you with feedback, both formal and informal, about your performance on the job. Administrators and managers are responsible for providing ongoing performance feedback to each employee. In addition, your manager or supervisor may formally discuss and document your performance on a regular basis (generally annually). In some negotiated contracts, an initial performance review may be conducted within three to six months after an employee is hired or transfers to a new position.

Your performance appraisal discussion will review your strengths and identify any areas needing improvement, and goals and objectives that need to be achieved. Specific performance problems may be addressed outside the performance appraisal cycle through either informal discussions or formal disciplinary action. Formal performance feedback becomes a permanent part of your personnel file.

