

Personnel

Educational Support Personnel - Employment Termination and Suspensions

Resignation

Employees should provide 2 weeks termination notice except when the best interests of the District require otherwise. In most cases, resigning employees should be permitted to work to their effective resignation date. An employee's resignation notice cannot be revoked once accepted or otherwise acted upon (such as, a new employee was hired). The resignation notice shall include a statement of the employee's reason for terminating employment.

Retirement

An employee planning to retire should notify his or her supervisor at least 2 months before the retirement date. A copy of the notification should be given to the Superintendent.

Termination

The District may terminate an employee-at-will at any time. The Superintendent or supervisor may recommend an employee's discharge subject to the School Board's approval.

Reduction-In-Force and Recall

Removal or dismissal as a result of a decision of the Board to decrease the number of educational support personnel employees or to discontinue some particular type of educational support service requires 30 days notice before the effective date of the employee's removal or dismissal, by certified mail, return receipt requested, or personal delivery with receipt, together with a statement of honorable dismissal and the reason therefor. The written notice will be extended to 90 days if the layoff is due to the District entering into a contract with a third party for non-instructional services. The written notice will be shortened to at least 5 days before an employee's hours are reduced as a result of an unforeseen reduction in the student population.

The School Board shall use a seniority list to determine the order of dismissal if it reduces educational support personnel or discontinues some type of educational support service. The seniority list, categorized by positions, shall show the length of continuing service of each full-time educational support employee. The employee with the shorter length of continuing service within the respective category of position shall be dismissed first.

Any vacancies for the following school term or within one calendar year from the beginning of the following school term shall be offered to the employees so removed or dismissed from that category of position provided they are qualified to hold such positions.

Exit Interviews

The employee's supervisor shall conduct an exit interview with all terminating employees.

The purpose of an exit interview shall be to give the employee an opportunity to discuss freely his or her reasons for termination, to obtain information and views from employees to help the District improve policies, procedures, and working conditions and reduce employee turnover, and to provide the employee with information about his or her benefits.

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit or vacation time taken that was not earned. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the third business day following the last day of employment.

Suspension

The Superintendent is authorized to suspend without pay an employee from a position when, in the Superintendent's judgment, the employee's conduct is detrimental to the District. The suspension may be a disciplinary measure or pending dismissal. A written notice stating the reason(s) for the suspension will be given the employee. The suspension policy for professional employees will be used for any educational support employee with an employment contract for a definite term.

Any criminal conviction resulting from the disciplinary investigation or from the cause of the suspension shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

Administrative Procedures

The Superintendent may develop procedures to implement this policy.

LEGAL REF.: Illinois School Code, Sec. 10-22.34c and 10-23.5

Adopted: November 19, 1998
Revised: April 24, 2003
Revised: December 17, 2009
Revised: January 27, 2011