

Hawthorn District 73



Employee Handbook

2018-2019

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Hawthorn School District Employee Handbook

WELCOME TO HAWTHORN SCHOOL DISTRICT 73

An exciting and challenging experience awaits you as an employee of the Hawthorn School District. You are cordially welcomed as a member of the Hawthorn School District “community,” and you are extended best wishes and success in your future endeavors at Hawthorn. These endeavors encompass work, social activities, friendships, professional development, and personal satisfaction.

INTRODUCTION

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resource Office.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide and brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. Policy manuals are located in the library and principal’s office at each campus and at the administration office. They are available for employee review during normal working hours.

FACTS ABOUT HAWTHORN SCHOOL DISTRICT 73

Hawthorn School District 73 serves approximately 4,100 students. Individual Hawthorn schools have received both the “Excellence in Education” and “Drug Free Schools” awards from the U.S. Department of Education.

MISSION - Why Hawthorn School District 73 exists:

“Inspire all students to embrace learning in an ever-changing world.”

VISION – What Hawthorn School District 73 aspires to become:

In partnership with our community, Hawthorn District 73 will:

- Support and sustain high expectations for growth and achievement.
- Foster creativity, collaboration, communication and critical thinking.
- Develop the social, emotional, and intellectual growth of the whole child.
- Create an environment that supports joyful learning.
- Promote global awareness in each child.
- Recognize and celebrate success.

Hawthorn School District 73
South Campus Buildings

Aspen Elementary School(K-5)
500 Aspen Drive
Vernon Hills, IL 60061
847-990-4300
847-816-6931 Fax

Bill Fredricksen, Principal
Wendy Giovanetto, Principal Secretary
Monica Lee, Registered Nurse

Hawthorn Elementary South (K-5)
430 N. Aspen Drive
Vernon Hills, IL 60061
847-990-4800
847-918-9251 Fax

Jill Martin, Ed.D Principal
Christy Hunter, Assistant Principal
Mary Amidei, Principal Secretary
Francie Mundrane, Registered Nurse

Hawthorn Middle South (6-8)
600 N. Aspen Drive
Vernon Hills, IL 60061
847-816-8317
847-816-9259 Fax

Rob Natale, Principal
Jamie Kahn Assistant Principal
Renee Rosinski, Principal Secretary
Lora Viers-Jacobs, Registered Nurse

**Pre-Kindergarten/Early Childhood
Lincoln Elementary School
200 West Maple Avenue
Mundelein, IL 60060-1825
847-816-8317
847-566-0123 Fax**

Renee Ullberg, Director of Special Services
Carol Bennet, Principal
Shari Niemesz, Administrative Assistant to Dir. Of Special Services
America Lanuza, Principal Secretary
Deborah Geib, Registered Nurse

Hawthorn School District 73
North Campus Buildings

Hawthorn Elementary North (K-5)
301 Hawthorn Parkway
Vernon Hills, IL 60061
847-990-4500
847-367-3297 Fax

Kathryn Waggoner, Principal
Megan Goldman, Assistant Principal
Jessica Flores, Principal Secretary
Lisa Frazier-Sweeney, Registered Nurse

Townline Elementary (K-5)
810 N. Aspen Drive
Vernon Hills, IL 60061
847-990-4900
847-990-4999 Fax

Jennifer Haack, Ed. D., Principal
Anne Eriksson, Principal Secretary
Dena Mahrenholz, Registered Nurse

Hawthorn School of Dual Language (K-5)
810 N. Aspen Drive
Vernon Hills, IL 60061
847-990-4900
847-990-4999 Fax

James Tohme, Principal
Genesis Vazquez, Principal Secretary
Janet Howard, Registered Nurse

Hawthorn Middle North (6-8)
201 Hawthorn Parkway
Vernon Hills, IL 60061
847-990-4400
847-367-8124 Fax

Robert Collins, Principal
Charity Trowbridge, Associate Principal
Sarai Usry, Principal Secretary
Brooke Beltz-White, Registered Nurse

Certified Contract Hours

Elementary Certified Contract Hours	Aspen and Middle School Certified Contract Hours
8:00 – 3:30	7:30 – 3:00
Lincoln Staff Hours	
7:50 – 3:20	

Hawthorn School District 73 School Hours

South Campus

Building	School Hours
Aspen School	Grades K-5 7:55 am – 2:10 pm
Hawthorn Elementary South	Grades K-5 8:40 am – 2:55 pm
Hawthorn Middle School South	Grades 6-8 7:40 am – 2:10 pm

North Campus

Building	School Hours
Hawthorn Elementary North	Grades K-5 8:40 am – 2:55 pm
Townline School	Grades K-5 8:50 am – 3:05 pm
Hawthorn School of Dual Language	Grades K-5 8:50 am – 3:05 pm
Hawthorn Middle School North	Grades 6-8 7:40 am – 2:10 pm

Lincoln

Building	School Hours
Lincoln	EC/PK 8:15 am – 10:45 am EC/PK 12:30 – 3:00 pm

District Office Staff Directory

District Board of Education

Sonali Patil	President	patils@hawthorn73.org
Jayson Tran	Vice President	trani@hawthorn73.org
Wes Polen	Secretary	polenw@hawthorn73.org
George Fievet	Member	fievetg@hawthorn73.org
Robin Cleek	Member	cleekr@hawthorn73.org
Matt Jacobs	Member	jacobsm@hawthorn73.org
Victoria Helander-Heiser	Member	helander-heiser@hawthorn73.org

District Administrators

Mark Friedman, Ed. D. & Joseph Porto, Ed. D.	Interim Superintendents	superintendent@hawthorn73.org	847-990-4244
Arturo Abrego	Director of Bilingual and Language Acquisition	abregoa@hawthorn73.org	847-990-4251
Dmitry Andrievsky	Technology Director	andrievskyd@hawthorn73.org	847-990-4231
Lynn Barkley	Human Resource Director	barkleyl@hawthorn73.org	847-990-4222
Karen Maturo, Ed.D	Coordinator of Staff Development	maturok@hawthorn73.org	847-990-4241
Abe Singh	Director of Business and Finance	singha@hawthorn73.org	847-990-4282
Allison Stein	Director of Teaching and Learning	steina@hawthorn73.org	847-990-4221
Renee Ullberg	Director of Special Services	ullbergr@hawthorn73.org	847-990-4273

District Office Personnel

Consuelo Ariaz	Receptionist / Assistant Registrar	ariazc@hawthorn73.org
Gloria Bentzen	Assistant to Abe Singh/Transportation	bentzeng@hawthorn73.org
Lauren Boardman	Instructional Coach	boardmanl@hawthorn73.org
Karolina Borka	Payroll Specialist	borkak@hawthorn73.org
Katie Dingman	Assistant to Dmitry Andrievsky	dingmank@hawthorn73.org
Bobbi Elftmann	Assistant to Interim Superintendents	elftmannb@hawthorn73.org
Alma Hawkins	Registrar	hawkinsa@hawthorn73.org
Deirdre Koehler	Insurance	koehlerd@hawthorn73.org
Mayra Lanuza	Assistant to Lynn Barkley & Substitute Coordinator	lanuzam@hawthorn73.org
Barb Nielsen	Assistant to Allison Stein / Karen Maturo	nielsenb@hawthorn73.org
Shari Niemesz	Assistant to Renee Ullberg	niemeszss@hawthorn73.org
Leslie Piotrowski	Communications Director	piotrowskil@hawthorn73.org
John Reid	Instructional Coach	reidj@hawthorn73.org
Mary Sas	Accounts Payable	sasm@hawthorn73.org

Operations & Maintenance

Michael Christensen	District Facilities Manager	christensenm@hawthorn73.org
Jennifer Heavrin	Assistant to Michael Christensen	heavrinj@hawthorn73.org

District Technology Personnel

Lisa Gosen	Database Administrator	gosenl@hawthorn73.org	847-990-4232
Dave Hunwick	Technology Integration Administrator	hunwickd@hawthorn73.org	847-990-4236

Marie Deutschmann	Elementary North & Lincoln-Facilitator	deutschmannm@hawthorn73.org
Chris Dierbeck	Townline and School of Dual Language-Facilitator	dierbeckc@hawthorn73.org
Wayne Keen	Aspen and Middle South -Tech Support Specialist	keenw@hawthorn73.org

TOPICS OF IMPORTANCE

Accidents: All accidents incurred by students or staff should be referred immediately to the school nurse (or principal's office, if the nurse is not available) regardless of how minor the accident. In the case of an accident to a student, the supervising class teacher to whom the student is assigned should see that the student immediately receives the services of the nurse.

Classroom Management and Supervision: The classroom should exemplify engaged learning as much as possible. The student-teacher relationship should be one of friendliness and cooperation. The classroom atmosphere should be one in which students are free from disciplinary pressures, nervous tension, and fear of punishment. Matters of classroom routine, however, should be properly organized. Freedom for students should not be permitted to the point where it interferes with providing an efficient and effective learning situation. **CLASSES ARE NEVER TO BE LEFT WITHOUT TEACHER SUPERVISION.** Teachers are responsible for the conduct of students in their rooms and in the halls of their vicinity. In cases serious enough to require temporary removal of a student from class, contact the office by intercom for assistance immediately.

Housekeeping: An attractive and orderly classroom creates a more pleasant atmosphere for teaching and learning. Be sure to leave a neat room at the end of the day. Put materials away, have desks and boards clean, reading tables arranged, and teacher's desk orderly. Be sure all windows are closed and turn off lights.

Mailboxes: There is a mailbox provided for all teachers and staff members in his/her particular school office. It is advisable for the substitute to check the teacher's mailbox upon arrival, at lunchtime, and at least one other time during the day.

Students Leaving the Classroom: This should occur only infrequently and never without permission of the teacher. Students who are ill are sent to the nurse's office accompanied by another person or with a hall pass. Minor injuries are cared for by the teacher in the classroom or sent to the office.

Telephone Calls: Teachers are not to be called to the telephone from their classes except in an emergency. The number of the person calling or a message will be given to the teacher at a time when the classroom work will not be interrupted. During school hours, the telephone is strictly for school purposes. If a student needs to use the phone, he/she must have the permission of the principal or school secretary.

Cell phones: Employee cellular devices should be powered on but set to silent mode at **all times** when students are present.

Visitors: All visitors **must** report to the main office. All visitors **MUST** have a visitor name tag, please escort anyone without a name tag to the office. Teachers should never excuse a student from the building on the request of anyone. Refer such requests to the building secretary or principal.

Work Day: The normal teacher work year shall not exceed one hundred eighty (180) days per school year, with the following exceptions: newly hired teachers and teachers hired as replacements the previous school year will have two (2) extra in-service days at the beginning of their first full school term.

Length of Day: The length of the teacher day is 7.5 hours, including a 30-minute duty-free lunch. The start and end times will be established by the Superintendent for each building. A good faith effort will be made to make the start time no earlier than 7:15 a.m. and no later than 3:45 p.m. The Board and Association will mutually agree upon any adjustments.

Two after school 60-minute faculty meetings (a meeting which ends 30 minutes beyond the contract day) may be conducted every second and fourth Wednesday of each month, September through May. For the 30-minute extended meeting time, the Board would allow the teachers to leave school 30 minutes early the day after a scheduled meeting.

Important Resource Website: Check out the special resource website below for important information to help you access links, downloads and other beneficial information. **Hawthorn Discover Website:**

<http://discover.hawthorn73.org/discover-new/>

FRINGE BENEFITS

Life and Accidental Insurance and Long-Term Disability for all Licensed and Twelve-Month Employees:

Pay in full the premiums of the Life and Accidental Death and Disability for full-time teachers and twelve-month employees, in the amount of their current salary level, excluding stipends, to the nearest thousand. For part-time employees working 20 or more hours per week, pay 100% of the prorated premium.

Pay in full the premiums of a Long-Term Disability policy for full-time teachers and twelve-month employees, in the amount of 60% of their current salary, to a maximum of \$2,000 per month to age 65. For part-time employees, working 20 hours or more per week, pay 100% of the prorated premium.

Insurance for All Members:

It is the Board's objective to maintain a level of insurance coverage consistent with those outlined in the Northern Illinois Health Insurance Plan (NIHIP) 2008 Benefits Summary. However, recognizing the potential for significant variation in the insurance industry, the Board will seek the counsel and advice of the Association before any changes, other than minor premium adjustments are made.

The Board will contribute to the insurance program as follows:

Full-time employees will be allowed a benefit equal to the amount of the single coverage premium for current level of health insurance benefits in the PPO 300, PPO 750, PPO 1200 or HMO 20 plan. (the District will provide employees with a benefit summary). For part-time employees, working 20 or more hours per week, the Board will pay 100% of the prorated amount. Employees selecting the District's PPO 200 plan will pay the District toward the cost of the premium an amount equal to the difference between the premium cost of the PPO 200 plan and the PPO 300 plan.

Full-time employees will be allowed a benefit equal to the amount of the single coverage premium for current level of dental insurance benefits. For part-time employees, working 20 or more hours per week, the Board will pay 100% of the prorated amount.

The Board will pay 30% of the monthly dependent coverage premium for NIHIP PPO 300 or HMO 20 plans for full-time employees. For part time employees, who are assigned to work 20 or more hours per week, the Board will pay the same percentage or dollar amount of the prorated premium.

The Board will adopt an IRS 125 Salary Reduction Plan. The plan will allow employees to designate a portion of their pre-tax salaries for items such as un-reimbursed medical bills, dependent group medical insurance premiums, and dependent day care expenses. The Board will offer broad benefit coverage, subject to applicable IRS limitations on expenses eligible for coverage.

Set up costs, annual administrative costs, and monthly fees will be paid by the Board.

Health Insurance Optional Incentive for Employees:

For those employees who choose not to participate in the district provided health insurance plan, the Board shall pay \$500 annually into a Section 125 Spending Account in lieu of insurance. The amount will be increased to \$600 annually if the employee contributes \$600 to their flexible benefits plan.

Health Insurance for Support Staff

Health insurance for support personnel shall be paid as follows:

Full-time support employees (those who work 30 hours or more per week) will be eligible for single coverage PPO 300, 750, 1200 or HMO Illinois plans and allowed a benefit equal to the amount of the single coverage premium for current level of health insurance benefits. For part-time support employees (20 hours per week up to 30 hours per week), the benefit will be prorated.

Dental Insurance for Support Staff

Full-time support employees (those who work 30 hours or more per week) will be eligible for single dental insurance coverage to be paid by the Board of Education

EQUAL OPPORTUNITY EMPLOYMENT

It is the policy of the Hawthorn School District to provide equal employment to all qualified individuals in its hiring and promotional practices and to assure that there will be no discrimination in employment or employment opportunities against any person on the basis of race, color, religion, national origin, age or sex, except where age or sex is a bona fide occupation qualification in accordance with applicable laws.

POSITION VACANCIES

A vacancy shall be defined as a newly created position, an unfilled position or a position that has become available in the district due to an employee's departure.

Posting and filling of vacancies – whenever there is a new or vacant position, such positions shall be emailed to all district employees. An employee desiring to apply for such job shall make his/her application through the district online application process within the (5) days of the sent date of the email.

SUPPORT EMPLOYEE DISCIPLINE

This section shall be applicable to educational support personnel who have completed their ninety (90) day probationary period. Each employee shall be entitled to fair treatment with respect to any disciplinary action which may be prescribed, namely: dismissal, demotion reprimand, or disciplinary lay-off, but not including reduction in force or transfer. Any special work rules alleged to be violated should have been previously posted or distributed to the employee.

No final disciplinary action shall be taken prior to investigating and until the employee has had an opportunity to have a meeting with his/her supervisor to review all allegations of inappropriate or improper behavior. A representative of the Association or another employee of his/her selection may accompany the employee at such meeting.

GENERAL INFORMATION

WORK YEAR

Teachers

The normal teacher work year shall not exceed one hundred eighty (180) days per school year, with the following exceptions: newly hired teachers and teachers hired as replacements the previous school year will have two (2) extra in-service days at the beginning of their first full school term.

Full-Time Support Staff

Educational support staff shall be placed in one of the following classifications and shall be considered full-time for those positions listed in the chart below.

Classification	ESP Position	Hours Worked Per Day	Work Year
Secretaries	Principal's Secretary	8.0	12 Month (260 Days)
	Student Secretary	7.5	200 days
Clerical	Office Clerk	7.5	200 days
	School Services Clerk	6.5	174 Days **
	Health Assistant	6.5	174 Days
Nurses	Registered Nurse	7.0	180-190 days
Occupational Therapists	Occupational Therapists	7.5	180 days
Assistants	Instructional Assistant	6.5	174 Days **
	Instructional Assistant (EC) **	7.0	169 days
	Instructional Assistant (PK)	7.0	174 Days **
	One on One (1:1) *	6.5	174 Days **
Facilitator	Library Media Facilitator	8.0	190 Days
Custodial	Building Day	8.0	12 month (260 Days)
	Building Night	8.0	12 month (260 Days)
Maintenance	Maintenance	8.0	12 month (260 Days)

* Not to include temporary One-on-One assistants, subject to the Memorandum of Understanding excluding same for the bargaining unit.

** These days may be adjusted due to early release days.

Part-Time Support Staff

Educational support staff in the following classifications shall be considered part-time for the position listed in the chart below.

Classification	ESP Position	Hours Worked Per Day	Work Year
Lunch/Recess Supervisor	Lunch/Recess	2.5	168-174

Part-Time Support Staff

Support personnel whose paid working hours per day are greater than the number of hours listed above shall retain their same hours worked per day. Any educational support personnel employed before July 1, 2004, and whose current hours per day are within thirty (30) minutes of those listed in the chart above shall be afforded the option of moving to said hours upon agreement with the superintendent and discussions with the Association President. All future support personnel employed after July 1, 2004, shall be employed and compensated for the hours worked using the hours specified above to calculate full-time equivalency (FTE). The district may change the above working condition provided it adheres to the reduction in force provisions of this agreement, the School Code, and the duty to bargain.

ATTENDANCE EXPECTATIONS

The District expects all employees to assume responsibility for their attendance and punctuality as an integral part of their employment. Regular attendance is expected of every employee. Staff should realize that they are obligated to not make commitments during the day that may be scheduled at an alternative time.

Should you be unable to work due to illness, injury or other various reason, you are required to log in to the **Frontline Absence Management (AESOP)** and submit your time off request. Please submit your request prior to 6:00 AM of the day of your absence.

The Aesop link <https://www.aesoponline.com/login2.asp> is also located on the Human Resource Website <http://www.hawthorn73.org/hawthorn-information/hr>, once logged in, you may enter in your time off request. If you require a substitute please check the "Substitute Required" box. Please do not assign a substitute without confirming a substitute has agreed to work your position in advance. *Do not enter in any personal, confidential, or otherwise sensitive information regarding any students.*

DRESS CODE AND PERSONAL APPEARANCE

A clear Dress Code Policy for students should be implemented and enforced by faculty and staff at each of our schools. The District's Dress Code policy includes:

1. Shirts and shirt straps must cover a minimum of two inches at the top of the shoulder. No low or midriff/short shirts will be permitted, even if covered by an unbuttoned or unzipped jacket, sweatshirt, or sweater.
2. Skirts and shorts may be no shorter than mid-thigh.
3. Other clothing that detracts from the learning environment or violates district policy is prohibited.
4. Hats and/or headwear are not to be worn in the buildings. Since all faculty and staff serve as role models for the students with whom they work, it is expected (and stated in the Professional Agreement between the Board of Education and Hawthorn Education Association, p. 33 under Professional Behaviors and Attitudes) that they maintain professional appearance, grooming, and language. Faculty and staff members are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. An employee's dress may not be so unusual, inappropriate or lacking in cleanliness that it disrupts classroom or learning activities. Examples of attire considered inappropriate for school employees include but are not limited to: Jewelry affixed to an employee's nose, cheek, lip, or eyebrow.
 - Clothing that is provocative, revealing, indecent, vulgar, or obscene.
 - Low necklines, which reveal cleavage, bare mid-riff's, and excessively tight clothing.
 - Flip flops or bedroom slippers/shoes.
 - Undergarments worn as an outer garment, low-rise pants that reveal one's undergarment, or any see through clothing.
 - Hats, sweatbands, bandanas, or sunglasses inside school buildings.
 - Any item of clothing or jewelry that creates a disruption of the school environment/learning activities or that poses a threat to the safety and wellbeing of students and staff.

Reasonable accommodations shall be made by the appropriate supervisor for those employees, who, because of a sincerely held religious belief, cultural heritage, or medical reason request a waiver of a particular part of this policy for dress or appearance.

Supervisors and school level administrators are authorized to interpret and enforce these guidelines. Any employee in violation of these guidelines will be asked by his or her supervisor to go home and change clothes and/or refrain from wearing such clothing in the future.

More casual dress will be acceptable on teacher workdays. However, attire must still be appropriate dress, particularly on

parent conference days. The principal of the school or appropriate supervisor may designate special days during which reasonable modifications to these guidelines may be made.

E-MAIL/VOICEMAIL

It is the District's expectation that employees will check their email and voicemail on a regular basis and respond to messages in a timely manner.

TEACHER LAPTOP PROGRAM

The Association and District agree to the following regarding the teacher electronic devices (such as laptops, chromebooks, and ipads) program:

- Per the Hawthorn Board, budget permitting, all teachers shall be electronic devices (such as laptops, chromebooks, and ipads) in order to assist their duties as a Hawthorn Educator.
- All teachers wanting to take advantage of this opportunity will sign the device contract agreeing to pay a premium of \$50.00 per year to cover any and all damages possibly incurred to the laptop device. Repeated needed repairs for a device assigned to an employee by a single individual shall result in the individual being responsible for repairs.
- The district agrees to hold this money as insurance, meaning no refund would be given, and no additional monies would be asked. This fee protects the teacher's use.
- Any ESO who wishes to participate in the program will sign the electronic device contract agreeing to pay a premium of \$25.00 per year to cover any and all damages possibly incurred to the device. However, if the ESP agrees to not take a device off district property the ESP may opt out of the \$25 premium with the understanding that the device must stay on district property.

PAYCHECKS / PAYDAYS

All employees are paid on a semi-monthly basis by Direct Deposit, which offers convenience and security of funds. Employees can access their payroll and withholding information through Skyward. If the normal payday is an established District holiday, the payday will be on the preceding workday.

Federal income tax, Social Security (OASDI and Medicare), state and local taxes, deductions for various benefit coverage's and any other deductions will be itemized on Skyward. Your vacation days and accumulated sick leave days, as recorded with the timekeeping system, will also be displayed for informational and tracking purposes. (Please be aware that during the year Skywards time off system is updated in arrears of Absence Management (AESOP). For up to date information regarding time off, please view the Absence Management (AESOP website.)

Direct Deposit for all Employees:

All wages for staff will be set up as direct deposit with consideration for exceptions brought to administration and HEA President for approval.

OPEN HOUSES

No teacher shall be required to attend more than two (2) Open Houses per school term. Any teacher assigned to a non-regular classroom; e.g., PE, music, LBS, etc., if requested to attend more than two (2) Open Houses during the school term, will be granted compensatory time off equivalent to the time the teacher spent at the Open House.

For Fall and Winter conferences, teachers shall be required to work no more than seven (7) hours over two (2) days, with a minimum of one (1) hour to be worked each day.

EMERGENCY CLOSINGS

Occasionally, in the event of hazardous or severe weather conditions, a decision is made to temporarily close the District buildings. The decision is generally based on early morning weather conditions and/or forecasts and may affect both students and employees. The decision to close offices in the District is made by the District's Superintendent after appropriate consultation and input.

Emergency closing announcements are made through the School Messenger System and are posted on the District website. All registered phone numbers will be called in the event of a closing. Please check media sources if there is inclement weather. These announcements will be made as expediently as possible so that employees know before the start of their work shift whether or not to report for work.

If it becomes necessary to close the District during the course of the workday, employees will be notified by phone and e-mail, and your supervisor will allow you to leave. School cancellations and school activities that are cancelled due to inclement weather will be posted on the District website.

TIMECARD FOR HOURS WORKED PAST CONTRACTED TIME

Any time worked past your regular scheduled time needs to be entered into Skyward via TRUETIME. TRUETIME is our extended hours module in Skyward. This can be accessed from Employee Access in Skyward. Please log into TRUETIME when you begin working past your regular hours, and to log out when you are complete. Remember to verify your hours EVERY FRIDAY and submit to your approver when complete EVERY FRIDAY. If it is not, this could result in a missed pay period.

If you have any questions concerning your TRUETIME, please call Karolina Borka at Payroll, at 847-990-4224.

PERSONAL DATA CHANGES

The District makes every attempt to maintain an accurate and up-to-date employee database for internal and external record keeping and reporting requirements. Upon hire, new employee information is collected and input into the Human Resources/Payroll Information System. It is very important that employees promptly notify the Department of Human Resources of any change in name, address, telephone number, marital status, dependent status or other pertinent information so that the appropriate records can be updated accordingly. Please visit the human resource website for information regarding personal data changes, including forms, or to contact a human resource representative to assist you at <http://www.hawthorn73.org/hawthorn-information/hr>

PERSONNEL FILES

The district office houses a file for each employee in the district. These files contain the following information: Contracts, transcripts, health information, internet agreements, TRS/IMRF paperwork, applications, criminal background checks, employment eligibility verification, certificates, tax information, letters of recommendation, accommodations, or leaves of absence information and evaluations.

PAYROLL CALENDAR

The payroll calendar may be found on the Human Resource Website: <http://www.hawthorn73.org/hawthorn-information/hr>

ABSENCES and LEAVES

SICK LEAVE

Each full-time teacher shall annually be credited with sick leave reserve, as per Section 24-6 of the Illinois School Code, as follows:

1-4 Years	5-23 Years	24+ Years
10 Days	12 Days	13 Days

There is no limit to the number of sick days that a teacher can accumulate.

Part-time teachers shall receive pro-rated sick leave benefits.

Educational Support Staff

All newly hired ESP employees are given three (3) sick days with a 90-day probationary period. Following the probationary period, and a Satisfactory Evaluation, each employee will earn one sick day each month.

At the beginning of the second school year and subsequent years of employment, twelve (12) month employees shall annually be credited with twelve (12) sick days and ten (10) month employees with ten (10) sick days.

Part-time employees shall receive pro-rated sick leave benefits.

Unused sick leave shall accumulate to an unlimited amount.

SICK LEAVE BANK

The Board recognizes the possibility that in rare instances an employee may be by nature of extended illness or disability forced to be absent from work for a period of time in excess of his/her accumulated sick leave, personal days, and vacation days. A sick leave bank of eighty- (80) days will be granted annually to the district staff to be used for such valid emergencies.

The following are established guidelines:

- a. The staff member will request in writing a disposition of days to the Superintendent. The request shall include the following: 1) Statement of illness, 2) Length of illness to the best of their ability; 3) Approximate date the staff member will return to work; and 4) Amount of days requested. The request cannot exceed ten (10) days and no employee may be granted more than ten (10) days per year. Unused days will be returned to the sick leave bank.
- b. Upon receipt of this request, the Superintendent and the President of HEA will meet to collaborate and make a final determination.
- c. Consideration of such request will be granted only to staff members who have exhausted their total accumulation of

sick leave, personal days, and vacation days.

- d. Any request for such days must be in accordance with the provisions as stated in the State Code.

PERSONAL BUSINESS LEAVE

Full-time employees may be granted two (2) days per year for personal business. However, a written request for these days must be made to the Building Principal at least two days prior. In case of an immediate emergency, the two-day period may be waived if approved by the Building Principal. The intent of personal business leave is to provide added protection for the employee in that he/she would not suffer salary loss conducting his/her necessary personal affairs, the time and occurrence of which are not within his/her control and require his/her attention and necessitate his/her absence from work. Part-time employees will receive pro-rated personal business days. Allotment will be rounded to the nearest half day. Such days may accumulate to four (4) days. Unused amounts of accumulated days in excess of the four (4) days will accumulate as sick leave days. Beginning in 2019-20 school year, personal days may accumulate to five (5) days. Unused amounts of accumulated days in excess of these five (5) days will accumulate as sick leave days.

The school day immediately preceding or succeeding a holiday cannot be used for personal leave. This stipulation may be waived upon the approval of the Superintendent.

Please email your Building Principal prior to requesting a Personal day in Aesop. Upon emailed approval, you may enter your absence into Aesop. <https://www.aesoponline.com/login2.asp>

JURY DUTY

If you are called for jury duty, please let your building administrator and secretary know of the dates you have been requested for jury duty. Teachers must secure a substitute through Absence Management (**AESOP**) and supply appropriate lesson plans for their substitute. You are only allowed to use the jury duty code in Aesop for actual days that you are asked to appear for jury duty. Once you return from jury duty, please fill out a jury duty form. If you are called for jury duty in Lake County you will have your check broken down according to jury duty and mileage. You are able to keep the mileage amount, but you must write a check payable to Hawthorn District 73 for the jury duty amount of your check and submit it to the district office. If you are called in Cook County, the total amount of jury duty payment must be sent in a check to the district office and the check must be made out to Hawthorn District 73. Employees called for jury duty will be granted their regular salary pay. There shall not be a deduction from vacation, sick or personal leave for time spent on jury duty.

RELIGIOUS HOLIDAYS

Those employees exercising the observance of a religious holiday in addition to the two personal days per year shall upon notification and approval of the Principal and Superintendent be excused from work with pay up to a maximum of two (2) days per year. These "excused with pay" days shall be compensated for by an equivalent number of days in excess of the basic 180-day calendar in curriculum work or other professional endeavor as designated by the Principal and Superintendent, said days to be mutually determined by the employees, Principals, and Superintendent.

Failure to comply by the first day of student attendance the next year shall result in an appropriate loss of pay.

BEREAVEMENT

Leave shall be granted regularly employed employees due to the death of a member of the immediate family, or significant other persons, upon written explanation to and approval by the Superintendent. Immediate family is defined as wife, husband, son, daughter, grandson, granddaughter, sister, brother, mother, father, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandmother or grandfather. Such leave, if taken, shall not

exceed three working days unless extended at the discretion of the Superintendent. Significant other is defined as an individual with whom the regularly employed employee has formed a close, personal relationship over a period of time and is not limited to family members of the employee. Examples include aunt, uncle, and longtime family friend. The decision of whether an individual satisfies this definition will be made by the Superintendent and the President of the HEA on a case-by-case basis.

Such leave, if taken for the death of a member of the immediate family, shall not exceed three working days unless extended at the discretion of the Superintendent. If taken for the death of a significant other, such leave shall not exceed one working day.

Please submit your request for bereavement in writing notifying your supervisor and the superintendent. Then enter your absence request into Absence Management (*AESOP*).

LEAVE OF ABSENCE

In accordance with the authority granted by the Illinois School Code, the contractual continued services (tenure) status of a teacher will not be affected by a leave of absence.

QUALIFYING FOR A LEAVE

Non-tenured teachers or support employees with two (2) years or more of service in the District may qualify for a leave of absence as per the provisions outlined in this section. The leave may be for such period of time and for such reasons as the Board may approve, but in the normal situation, the maximum period for a leave is not more than one year. An agreement covering the terms of the leave of absence will be executed and will contain such terms and undertaking by the employee as the Board deems appropriate in the circumstances. Leave of absence may be for reasons of health, professional studies, family affairs, or other reasons deemed sufficient by the Board. Requests for a leave of absence are to be made in writing to the Superintendent and must include the purpose for and the beginning and ending dates of the leave.

NULLIFICATION OF THE LEAVE

Acceptance of full-time employment elsewhere during the term of the leave of absence automatically cancels the leave, acts as an immediate resignation of the employee from employment by the Board and terminates tenure status unless the Board and the employee mutually agree upon such employment in writing in advance.

COMPENSATION DURING A LEAVE

An employee who is on leave of absence for a full school year does not advance on the salary schedule for that year and does not acquire a year of service for that year. No compensation is paid the employee while on leave of absence, and sick leave is not available to be utilized while on leave of absence. The employee on leave of absence retains any unused accumulated sick leave, usable upon return to regular employment, but does not earn additional leave until the employee returns to service.

INSURANCE/HEALTH BENEFITS DURING A LEAVE

The financial obligation of the Board for all insurance/health benefits will terminate the first of the month following the effective date of the leave. However, an employee on leave of absence may participate in the District's insurance plan at the employee's expense.

TERMINATING A LEAVE

An employee who is granted a leave of absence which is to terminate with the beginning of a school term must notify the Superintendent in writing by March 1st preceding the scheduled return date whether the employee intends to return to employment in the district for the following school term. Failure to so notify the Superintendent and Board by March 1st

will constitute an automatic resignation resulting in termination of tenure and all employment.

FAILURE TO RETURN FOLLOWING A LEAVE

Failure of the employee to return to service with the District at the cessation of the leave of absence period will effect an immediate resignation of the teacher from employment by the Board and will automatically terminate all tenure of other rights of the employee with the Board without any further action being required of the Board to effectuate such termination.

FAMILY AND MEDICAL LEAVE

In accordance with the Family and Medical Leave Act (FMLA), the Board, acting through the Superintendent, will grant eligible employees unpaid family and medical leaves of absence under current applicable law. Please notify your building principal and contact the Director of Human Resources to schedule a meeting to discuss leave, pay and insurance as soon as the need arises for parental leave.

HARASSMENT

The School District shall provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by State and federal law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge. Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in sexual harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of sexual harassment to the Nondiscrimination Coordinator and/or use the Board policy 2:260, *Uniform Grievance Procedure*. Employees may choose to report to a person of the employee's same sex. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignments.

There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

ABUSED AND NEGLECTED CHILD REPORTING

If you suspect or receive knowledge that a student is an abused or neglected child, it is your obligation to immediately report the suspected abuse or neglect to DCFS yourself. The DCFS hotline number is 1-800-25ABUSE. Reporting suspected abuse or neglect to a colleague or supervisor does not satisfy the mandate nor absolve you of your legal obligation.

"The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. All district employees shall complete the "Acknowledgement of Mandated Reporter Status" form provided by the Illinois Department of Child and Family Services and the Superintendent or designee shall ensure that the signed forms are retained". (*Hawthorn Board of Education Policy Manual 5:90*).



**Hawthorn District 73
At A Glance Calendar for 2018-2019**

Board Approved: 01/22/18

August 2018				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

20-21 - Teacher Institute Day
22 - First Day of School

September 2018				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

3- Labor Day/No School
10 - Religious Holiday/No School
19 - Religious Holiday/No School

October 2018				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

5-Teacher Institute Day/No School

November 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1 - Early Release Day
20 - P/T Conferences/No School
21-23 No School/Holiday

December 2018				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

12- Early Release Day
21 - Winter Break/No School
24-31 - Winter Break/No School

January 2019				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

1-4 - Winter Break/No School
21 - MLK Day/No School
24 - Early Release Day

February 2019				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

7 - Early Release Day
18 - President's Day/No School
22 - P/T Conferences/No School

March 2019				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1 - Teacher Institute/No School
4 - Casimir Pulaski/No School
25-29 - Spring Break/No School

April 2019				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

11 - Early Release Day
19 - Religious Holiday/No School

SCHOOL CLOSING MAKE-UP DAYS
(in the order that they will be used)

- 1 - February 18, 2019
- 2 - March 4, 2019
- 3 - June 6, 2019
- 4 - June 7, 2019
- 5 - June 10, 2019
- 6 - June 11, 2019
- 7 - June 12, 2019

May 2019				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

9 - Early Release Day
27 - Memorial Day/No School

June 2019				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

5 - Tentative Last Day
6-12 - Emergency Days

Early Release Dismissal Time:

MS, MN	7:40 AM - 11:10 AM	Lincoln AM only
AS	7:55 AM - 11:25 AM	8:15 AM - 10:45 AM
TL, DL	8:50 AM - 12:20 PM	
EN, ES	8:40 AM - 12:10 PM	Lincoln PM only
		12:30 PM - 3:00 PM

Additional information can be found at: www.hawthorn73.org

ACKNOWLEDGEMENT OF RECEIPT

**HANDBOOK
FOR
EMPLOYEES**

Employee Name _____

Home School _____ Hire Date _____

I have received a copy of the Hawthorn School District Handbook for Employees. I agree to review it thoroughly and to familiarize myself with its contents.

I understand that the District reserves the right to modify and update the contents of this handbook. I also understand that this handbook in no way implies or guarantees a contract of employment and that my employment with the Hawthorn School District is classified for legal purposes as an “at-will” relationship. This “at-will” relationship means that either party may end the employment relationship at any time, for any legal reason. If the employee signing this Acknowledgement of Receipt is a collective bargaining unit member, the “at-will” statement is not applicable.

Signed

Date _____