



## **J. STERLING MORTON HIGH SCHOOL DISTRICT 201**

### **EMPLOYEE HANDBOOK FOR NURSES**

**J. Sterling Morton High School District 201 is an Equal Opportunity/Affirmative Action Employer**

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## **FOREWORD**

Whether you have just joined our staff or have been with J. Sterling Morton High School District 201 for a while, we are confident that you will find our District a dynamic and rewarding place in which to work; and, we look forward to a productive and successful association. We consider the employees of District 201 to be one of its most valuable resources. This handbook provides Non Bargaining employees a written record of the work rules and benefits that pertain to their employment at J. Sterling Morton High School. This handbook will be updated annually; and, all Non Bargaining employees will have access to a copy for review.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Department of Human Resources. Neither this handbook nor any other District document confers any contractual right; either expressed or implied, to remain in the District's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the District, or you may resign for any reason, at any time. No supervisor or other representative of the District has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

The procedures, practices, policies, and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Some subjects described in the handbook are covered in detail in the official Board of Education Policy Manual. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines.

J. Sterling Morton High School District 201 is an Equal Opportunity/Affirmative Action employer. When employing individuals, the District does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin ancestry, citizenship status, age, marital status, physical or mental disability (actual or perceived and unrelated to ability to perform job), or military service.

## VISION AND MISSION

The District 201 Vision:

- The curriculum is relevant to students and the community; is challenging, integrated, comprehensive, and provides opportunities to develop the skills and knowledge for employability and/or higher education.
- Instruction is student centered, using multiple and experiential learning strategies and extends beyond the classroom.
- The students and staff make optimal use of current technology.
- The staff is engaged in continuing professional development.
- The climate of J. Sterling Morton High Schools is characterized by the high morale and positive attitudes of staff and students, the value and respect given to each person. It is a safe and nurturing environment.
- Parents of J. Sterling Morton High School students are well informed about the District's mission and goals and are active communicators with each other, their children, and all personnel of the District.
- Working partnerships are developed and shared; decision-making is cultivated between school, community, and home.
- The District has sufficient resources to attain its mission.

## DEFINITIONS

Non-Bargaining employees fall into three categories:

1. **Regularly Assigned Full-Time Employees:** 30 hours or more per week.
2. **Regularly Assigned Part-Time Employees:** regularly scheduled hours not to exceed 29 hours a week.
3. **Substitute and Temporary Employees:** scheduled on as needed basis, not to exceed 29 hours.

## REPORTING AN ABSENCE

If you cannot report for work due to illness or an emergency, you must report your absence to the attendance Aesop system. The system can be accessed by phone or by Internet. All employees will use the system for any type of absence. The log in address is [www.aesopeducation.com](http://www.aesopeducation.com) or call **1-800-942-3767**. **If you are unable to access Aesop, please call Human Resources at 708-780-2800, ext. 5716.**

You must report your absence at least one hour before your scheduled starting time. Failure to report an absence will be considered an unexcused absence and may result in a salary deduction and/or dismissal. **After you have notified Aesop, you will call your immediate supervisor to let them know that you will not be reporting to work that day.**

All staff members are asked to advise the Human Resources Office of any change in name, home address, or telephone number. Human Resources Office -----(708)780-2800 x5716

## **TWELVE-MONTH PAY OPTION FOR TEN-MONTH EMPLOYEES**

Each ten month employee shall receive a paycheck on alternative Fridays except at the end of the school year when a 10 month employee shall receive all remaining paychecks for the school year on the last day of the contractual work year. 10 month employees have the option of a twenty-two (22) or twenty-six (26) pay schedule.

## **WORK CREDIT**

**Credit July 1<sup>st</sup> to November 30<sup>th</sup>**: Employees hired from July 1<sup>st</sup> to November 30<sup>th</sup> will be given one full year credit on the salary schedule for that school year.

**Credit December 1<sup>st</sup> to June 30<sup>th</sup>**: Employees hired from December 1<sup>st</sup> to June 30<sup>th</sup> will not be given any credit on the salary schedule for that year. However, they will receive prorated sick days and personal days.

## **BIDDING ON JOB VACANCIES**

### **Posting**

All vacancies in permanent positions within the District shall be electronically on the District's internal website. Said position openings shall include a job description and remain posted for a period of ten (10) working days. Each building shall have a copy of all job descriptions.

Notice of all extracurricular activities available shall be sent electronically to all non-bargaining staff. The opportunity to work an extracurricular event will be offered to all employees who signed up for the event on a rotating basis for each extra-curricular activity type, except when those positions require special skills or qualifications, or are related to an employee's full-time position.

### **Bidding on Vacancies**

Employees who wish to apply for a posted job vacancy must submit an application via the District's selected electronic application system. The District will interview all inside candidates who apply for and meet the posted qualifications. The District will consider having the replacement trained by the current employee. All candidates shall be notified in writing of the hiring decision.

## **HOURS OF WORK**

**Work Year:** The normal working hours are 7.5 hours between 7:00 am and 4:30 pm. During the times when school registration is scheduled, the above work hours shall not apply and the work hours will be as required by the hours scheduled for school registration.

The immediate supervisor and the building principal must approve extra work hours, such as overtime, in advance.

**Work Week:** The work week for all full-time employees shall be thirty seven and one-half (37.5) hours to be worked in five consecutive seven and one-half (7.5) hour days, Monday through Friday. The work week for all part-time employees shall be less than thirty (30) hours per week.

**Hours of Work:** The normal working hours shall be between the hours of 7:00 am and 4:30 pm, except as agreed upon by Administration.

**Extended Work Year:** Nurses work 190 days per year. Included in the 190 work days per year are the work hours scheduled for attending and performing the required duties associated with school registration.

**Duty-Free Lunch and Breaks:** Each full-time employee shall be entitled to one thirty-minute duty-free unpaid lunch break per day. This break shall not count towards the employee's seven and one-half hour work day. Each full-time employee shall be entitled to one twenty-minute duty-free break per day.

## **OVERTIME WORK**

### **THE EMPLOYEE'S IMMEDIATE SUPERVISOR MUST APPROVE ALL OVERTIME WORK**

Overtime pay is considered anything over 40 hours per week and is paid for at the rate of time and one-half (1/2) the regular straight time hourly rate of pay. All overtime must be pre-approved by the Director. Compensation for overtime will be paid to the employee no later than thirty (30) days after the employee has earned the overtime pay.

**Overtime Pay:** Employees will be paid overtime for work in the excess of thirty seven and one-half (37 ½) hours per week at the rate of time and one-half the regular straight time hourly rate of pay.

**Saturday Work:** All work performed on Saturday, in school, shall be paid for at the rate of time and one-half the regular straight time hourly rate of pay.

**Sunday Work:** All work performed on Sunday, in school, or on a day which is declared a holiday under this Agreement, shall be paid for at the rate of time and one-half the regular straight time hourly rate of pay.

**Time of Payment:** Pay due an employee for overtime work shall be paid to the employee no later than thirty (30) days after the employee has earned the overtime pay.

**Overtime Approval:** All overtime work must be approved by the employee's immediate supervisor prior to the employee actually performing the overtime work, except in the case of an emergency or in order to handle unexpected parent or student issues.

## **SICK DAYS**

**Paid Sick Days:** Each full-time ten month employee shall be credited with ten (10) paid sick leave days per year.

**Personal Days:** Full-time nurses are allowed two (2) personal days per school year. Request for personal days must be submitted with at least 2 days' notice. Personal days cannot be used immediately before or after a holiday, vacation period, or during the first week of school attendance. Holidays are identified on the school calendar.

**Notification to District:** An employee shall report his/her absence through the District-approved Attendance System at least one hour prior to the scheduled start time. If unable to access the Attendance System, an employee needs to notify the Human Resources Office prior to his/her scheduled start time. Failure to report an absence will be considered an unexpected absence and shall be subject to investigation by the District.

**Accumulation:** An employee's unused sick days shall accumulate from year to year.

**Notification of Accumulated Days:** Each employee can access the District-approved Attendance System to verify the balance of his/her sick days.

**Abuse of Sick Days:** Sick leave may only be used when an employee has an illness that prevents the employee from working, or when an employee is required to care for an ill member of the employee's immediate family. An abuse of sick leave shall be deemed to occur whenever sick leave is used for any other purpose. In cases of suspected abuse of sick leave, the District may require evidence supporting the use of sick leave. In cases of absences of three or more consecutive work days due to illness or injury, the District may require a physician's statement certifying that the employee's condition prevented him/her from appearing for work, and indicating that the employee is fit to return to full duty. If the District requires a physician's statement from an employee, the District will reimburse the employee for the employee's examination by the physician if the physician determines that the employee's condition prevented the employee from appearing for work, to the extent that the employee's examination is not covered by insurance. In such a circumstance, the District's obligation to reimburse the employee will only be limited to the cost of examination, not to any tests or procedures undertaken during, or as a result of, the examination. Abuse of sick leave may result in discipline up to and including discharge. Abuse of sick leave may be evidenced by patterns of sick leave use, excessive numbers of days taken, or use of sick leave for inappropriate purposes. The District will maintain a record of each employee's absence. An incident of absence is defined one day of non-attendance at work which invokes the use of a sick day or results in an unpaid absence. If an employee exceeds ten incidents of absence in a given work year, the employee may be subject to disciplinary procedures up to and including discharge, unless the employee has unusual health circumstances which the employee's supervisor deems warrant special consideration.



## **PERSONAL AND BEREAVEMENT LEAVE**

**Personal Days:** Each full-time employee shall be allocated two (2) personal days each school year. At the end of the school year, unused personal days will be converted into sick days and rolled over.

Personal days, in all cases except unforeseen emergency, require at least two (2) days' advance notice in the District-approved Attendance System. Personal days are not to be used immediately before or after a holiday, vacation period, or during the first week of the school year. An emergency is an unforeseen circumstance directly affecting the employee or members of his/her household or endangering the employee's residence which requires immediate action. In the event of emergency, when personal days have been exhausted, the Superintendent may allow an additional personal day which shall reduce accumulated sick leave. Personal leave shall not be denied arbitrarily or capriciously.

**Bereavement Leave:** Upon prior notification, absence of five (5) days will be allowed on account of death of a parent, spouse, or child, and absence of three (3) days on account of death of other members of the immediate family. "Immediate family" as defined by the Illinois School Code, includes parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law and legal guardians (105 ILCS 5/24-6).

Absence for approved bereavement will not be deducted from an employee's accumulated sick leave. In the event of an extenuating circumstance, the Superintendent may, at his/her discretion and without setting a precedent, grant additional bereavement leave. Bereavement days must be used within three (3) months of the death occurrence.

**Perfect Attendance:** Employees maintaining perfect attendance during the school year will be allotted one (1) additional personal day. The additional personal day will not accumulate, but will turn into accumulated sick days if not used. (An employee will have perfect attendance when they do not call in sick between July 1<sup>st</sup> and June 30<sup>th</sup>.)

## **HOLIDAYS**

Ten-month employees will receive 14 paid holidays, and twelve-month employees will receive 15 paid holidays. The holiday schedule will be distributed annually before the beginning of the school year and will also be posted on a District website and/or central location within each building.

## **MILITARY RESERVISTS**

Any military reservists required to take time off for reserve training will be allowed to use his/her vacation period for such reserve duty with unpaid leave.

## **EMPLOYEE TRAINING/EDUCATION**

**Required Training-Pay:** An employee may be required to attend training sessions from time to time for purpose of learning more about his/her work. Such training sessions shall be held during regular work hours and the employees shall be paid at the regular rate of pay for all hours spent in such sessions. All expenses incurred by the employee attending such training sessions will be reimbursed by the Board.

**Tuition Reimbursement:** The Board agrees to reimburse staff for the cost of tuition up to a maximum of \$500 per year for those courses which are related to developing or improving specific job skills. To be eligible for reimbursement, courses must be pre-approved by the Director of Human Resources and the applicant must provide evidence of successful completion of the course with a passing grade.

**Professional Liability Insurance:** The Board agrees to cover the cost of agreed upon Nurse's Professional Liability Insurance.

**Mandatory Job Training:** The District shall have the authority to require employees to attend mandatory training directly related to the employee's individual job. Employees may not use vacation or personal days on scheduled training days.

## **LEAVES OF ABSENCE**

Request for leave for full-time staff may be approved as follows:

**Family and Medical Leave (FMLA):** The Board of Education agrees to adhere to all provisions of the Family Medical Leave Act (FMLA). In accordance with the FMLA, an employee may be eligible to take up to twelve (12) weeks of unpaid leave which will run concurrently with accumulated sick, personal, and vacation days. Please refer to J.Sterling Morton High School District 201 FMLA Procedures for details about eligibility and notification requirements.

**Leave for Illness or Disability:** The Board may grant a leave of absence of illness or disability. Such leave shall not exceed six months.

**Maternity Leave:** The Board may grant maternity leave of absence for up to six months.

**Personal Leave:** The Board may grant a personal leave of absence to an employee for disability reasonable cause. The length of a personal leave of absence shall be agreed upon by the employee and the Board prior to the granting of the leave.

**Return from Leave of Absence:** Upon return from a leave of absence, the employee shall be guaranteed a comparable position and classification to the one he/she had prior to going on leave. The salary said employee shall receive will be the salary in effect for said position and classification upon his/her return from leave.

**Other Employment:** An employee shall not seek or accept other employment while on leave of absence.

**Leave Without Pay:** Leaves of absence shall be without pay for the employee granted the leave and at no cost to the Board.

## **HEALTH AND WELFARE**

The Board shall provide hospitalization, medical and major medical coverage for all qualified employees:

**Qualified Employee:** All fringe benefits described below shall be available only for full time employees, that is employees hired on a regular basis (10 or 12 month) throughout the year for more than five (5) hours a day. This shall result in no loss of fringe benefits for any employee already working in the district.

### **A. Major Medical and Hospitalization**

The Board will provide hospitalization, medical, and major medical coverage for the staff as negotiated between the MCU Clerical Union and available to all employees.

### **B. Dental Insurance**

The Board will provide dental benefit coverage as negotiated between the MCU Clerical Union and available to all employees.

### **C. Life Insurance**

The Board agrees to provide each employee, after one (1) year of service at Morton, term life insurance and accidental death and dismemberment insurance in an amount equal to one times their base salary rounded to the nearest \$1,000 with a minimum of \$20,000. Upon the attainment of age sixty-six (66) the face value of the policy is reduced thirty-five (35) percent to age seventy (70) and fifty (50) percent at age seventy.

All life insurance is terminated on the final day of employment at Morton or after one (1) year on disability. All employees shall be given the opportunity to purchase additional amounts of insurance on a payroll deduction.

### **D. Disability Plan**

Disability insurance shall be provided by IMRF when an employee has contributed into the IMRF for twelve (12) consecutive months.

### **E. Pick Up of Employee Contribution to IMRF**

The Board shall pick-up and pay out of the employee's earned compensation four and one-half percent (4 1/2 %) of said amount to IMRF. The Board will pick up and pay any increase to the employee's required contribution to IMRF up to one-half percent (.5%) per year.

It is the intent of the parties by this Agreement to qualify these payments as employer payments under Section 414(h) of the Internal Revenue Code. Employees shall have no right or claim to the amount so remitted except as they may subsequently become available upon retirement or resignation from the Illinois Municipal Retirement Fund.

Each non-bargaining employee will indemnify and hold harmless the Board, its members, its agents and its employees from any and all claims, demands, actions, complaints, suits or other liability by reason of a faithful payment of contributions to the Illinois Municipal Retirement Fund pursuant to the provisions of the Section. No claim, demand, action or suit asserting liability of the Board shall be settled or comprised in any manner without the express written consent of both parties.

If it is hereinafter determined that the Board's pick-up and payment of the aforementioned employee contributions to the Illinois Municipal Retirement Fund is void or unenforceable as a result of any law, court decision, and/or federal or state administration action, the parties shall promptly meet for the specific purpose of negotiating a lawful substitute for the provision found to be void or unenforceable.

## **PERFORMANCE EVALUATIONS**

**Informal Conferences:** The District encourages periodic informal evaluation conferences between the employee and his/her Supervisor to discuss work performance, job satisfaction, work-related problems and the work environment. If work performance problems are identified, the Supervisor shall attempt to offer constructive suggestions to aid employee in resolving the problem.

**Written Evaluations:** The District intends to conduct ongoing evaluations as provided above. In addition, the District may prepare, at a minimum, annual evaluations on regular employees. Written evaluations shall be prepared by the employee's supervisor who either has first-hand knowledge of the employee's work or has discussed and received recommendations from someone who does. The evaluation shall be discussed with the employee and the employee shall receive a copy of the written evaluation and sign the evaluation in recognition of having read it. The employee's signature shall not constitute agreement with the evaluation. The employee may make written comments directly related to the evaluation. Written comments made by the employee shall be attached to the evaluation if submitted to the District within five (5) working days of the evaluation meeting.

## **PERSONNEL FILE**

Each employee will be allowed access to his/her personnel file in accordance with the Illinois Personnel Record Review Act, 820 ILCS 40/1.

No material relative to an employee's conduct, service or personality shall be placed in the official file unless the employee has had an opportunity to read the material. The employee shall acknowledge that he/she had read such material by affixing his/her signature on the copy to be

filed, with the understanding that such signature merely indicates that he/she has read its contents. If he/she refuses to sign a copy for filing, such shall be noted and the material filed within five (5) working days after a reminder notice has been sent to the employee. The employee shall also have the opportunity to respond to the material within five (5) working days. Such response shall be attached to the material being placed in the employee's file.

A copy of each employee's evaluation report(s) shall become a permanent part of his/her personnel file.

A performance evaluation form should be provided for a personal discussion with his/her immediate supervisor on the rating prior to its being placed in the employee's personnel file.

### **ACCEPTABLE ATTIRE**

The district and non-bargaining employees will dress in a professional manner. Dress shall be "business casual", or a manner appropriate to the assignment.

### **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities are centralized and the volunteer list is kept current to accurately rotate work opportunities amongst District employees. To volunteer to work an after hour assignment, an employee must complete an After Hour Employment Opportunities form and submit the form to Human Resources office for each semester you wish to work. All assignments will be made on a reasonable and equitable basis.

### **PARKING STICKERS AND I.D. TAGS**

If you drive and plan on parking on school property you must have a permit. Parking stickers and school identification cards should be obtained from the Principal's Office at all campuses.

### **JURY DUTY**

Jury duty served should not result in lost wages. Employees must bring verification to the Human Resources Office after serving jury duty.

### **DISCIPLINE**

The Board of Education shall have the right and duty to discipline members of the non-bargaining unit for acts of insubordination and/or misconduct.

- A. **Insubordination**: Insubordination shall include any willful refusal to follow an order, direction, regulation or policy of the Board of Education or of any person who has the responsibility to supervise the employee.
- B. **Misconduct**: Misconduct shall include, but shall not be limited to:
1. Any act or failure to act which causes, or may reasonably cause, the Board of Education of the administration to forecast disruption and/or interference within the school, the administration, or with the rights of others.
  2. Any act or failure to act occurring during the course of an employee's duties which jeopardizes the health, safety and welfare of any person, student, parent, or school employee.
  3. Any act which constitutes immoral conduct.
  4. Any act or failure to act which constitutes a violation or an attempt to violate any federal or state law or regulation or municipal ordinance which impacts the employee's ability to function effectively as an employee.
  5. Any act that District defines as misconduct in an employee manual which shall be prepared by the District.
- C. **Progressive Discipline**: Except for serious offenses that warrant suspension or termination, the Board agrees to the concept of progressive discipline. Any of the acts of misconduct specified in section 2 of the Article may be considered a serious offense, depending upon the circumstances.
1. Upon a first offense, officials may enter a letter of reprimand in the employee's official file. A copy shall also be given to the employee, who shall have the right to respond in writing and have the response attached to the letter or reprimand in the employee's file. The letter of reprimand shall remain in employee's file for one (1) year from date posted on the original letter. At the end of the one (1) year, if offense has not reoccurred the employee can request that the letter be removed. The letter of reprimand may or may not be removed from the file at the discretion of the Superintendent or his/her designee.
  2. Upon repetition of the same or commission of a similar offense, officials may assess a three-day suspension against an employee.
  3. Subsequent repetition of the same offense may result in either termination or lengthy suspension, whichever the Board considers appropriate under the circumstances.
- D. **Disciplinary Conferences**: When an administrator calls a conference with an employee which might lead directly to dismissal or possible disciplinary action against the employee, the following provisions shall be applicable:

1. The employee shall be informed in advance and in writing as to the purpose of the conference.
2. Except circumstances warranting immediate action, the administrator will not take disciplinary action against the employee without first affording the employee an opportunity to respond to the matter being discussed.
3. If, after a disciplinary conference, an administrator takes disciplinary action against the employee, the administration shall provide the employee with written notification of the reason for the action.

E. **Timing of Disciplinary Action:** In no instance shall disciplinary action be taken against an employee later than twenty (20) working days after the conduct giving rise to the action or in the following twenty (20) working days after the time administration becomes aware of the action giving rise to the discipline. When disciplinary action stems from a series of unremediated instances on the part of the employee, in no event shall notification be later than twenty (20) working days after observation of the last instance.

## **HARASSMENT POLICY**

It is the policy of this school district to provide for its employee an educational and employment environment free of racial, ethnic, religious, age, national origin, or sexual harassment.

Furthermore, any form of harassment is offensive, unprofessional, and sets a poor example within our community. Accordingly, the Board of Education will not tolerate harassment by staff or students and will make every effort to maintain schools free from harassment. Please refer to the J. Sterling Morton High School District 201 Board of Education Policy Manual, Policy 5:20 for the detailed description of the Sexual Harassment Policy.

## **INFORMAL REPORTING**

Anyone believing to be the victim of harassment by an employee or student of the District may choose to deal with the matter either informally or formally. If the person feels comfortable doing so, he or she should attempt to inform the other person of the offensive behavior and request that such behavior stops. As a District, we recognize that often one person may consider offensive is not considered so to someone else. Thus, such an informal approach may often solve the problem. If, however, the person does not feel comfortable with the informal approach or when the informal approach was attempted and the harassment continues, the person may choose a more formal complaint process.

## **FORMAL REPORTING**

Employees should report complaints to their immediate supervisor or to the Director of Human Resources. Please refer to J. Sterling Morton High School District 201 Board of Education Policy Manual, Policy 2:260, *Uniform Grievance Procedure* for the guidelines on how to submit a formal complaint. The district will act to investigate all complaints as said forth in District procedures.

## **SANCTIONS**

A substantial charge against an employee in the school district shall subject such employee to disciplinary action, up to and including possibility of discharge.

## **TERMINATION OF EMPLOYMENT**

**Voluntary Termination:** If you desire to voluntarily resign from your employment, you are expected to give at least two weeks advance written notice to the department manager.

**Involuntary Termination:** An employee can be terminated with or without cause or notice at any time whatsoever at the company's sole absolute discretion.

**Return of Equipment and Property:** It is the responsibility of the terminated employee to surrender any school district property, including but not limited to, all credit and telephone cards, computers, keys, and all original or copies of books, records or lists by no later than the final work day. Failure to return property books, records or lists could result in the company taking legal action as appropriate.

**Severance:** J.S. Morton High School does not provide severance or other separation payments to employees whose employment is voluntarily or involuntary terminated.



## Memorandum of Understanding

August 18, 2013

The Board of J. Sterling Morton High School District 201 and representatives for Morton Nurses agree that all nurses hired prior to August 19, 2013 would receive the following retirement benefits:

### Retirement Pay

*For the purpose of computing retirement pay, an employee shall be credited with one (1) year of service on the anniversary date of his/her date of hire for each year of employment with the district. Each Nurse that qualifies under this MOU shall receive payment of \$275 for each year of recognized service at Morton.*

### Payment of Unused Sick Days.

*At time of retirement Each Nurse that qualifies under this MOU shall be paid Sixty-five (\$65) dollars for each unused sick day accumulated to a maximum of \$10,000. The retiring Nurse shall submit any and all available sick days to IMRF for enhanced service credit prior to being paid for any unused sick days.*

### Retiree Insurance

*Employees qualifying for the Morton Retirement plan will be subject to the following medical and dental insurance limitations. Single or family insurance coverage will be based on the employee's eligibility prior to retirement.*

<i>Years of Service</i>	<i>Percent of Insurance Coverage Paid by the District *</i>
<i><u>More than fifteen (15) years of employment with the District.</u></i>	<i><u>100% of the cost of single plan insurance premium until eligible for Medicare. If the retiree chooses family insurance, he/she must demonstrate that his/her spouse is NOT eligible for insurance via his/her employer and/or eligible for Medicare AND the retiree shall pay 100% of the premium difference between single and family insurance for the selected plan.</u></i>

*\*Insurance shall be coordinated with any Medicare benefits for which the employee may be eligible.*

**This MOU will be included as part of any handbooks and/ or subsequent agreements for historical purposes until all Nurses covered have terminated employment with the district.**

  
For the Board

  
For the Nurses