

SECRETARIAL HANDBOOK

Community Unit School District #205
Board of Education Office
932 Harrison Street
Galesburg, IL 61401
(309) 973-2000



Community Unit School
District #205

Employee Name _____

Date of Hire _____

Circle One:

10-Month

11-Month

12-Month

NOTES

The Secretarial Handbook is a compilation of administrative procedures to provide guidelines for the secretarial staff. It should in no way be construed as a product of collective bargaining or a contract between District #205 and the employee group covered by the procedures outlined herein. The personnel items are based on Board of Education policies which are subject to amendments and/or revisions by future Board of Education action.



Approved October 10, 2017
Board of Education

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XXI. SERVICE BONUS (update approved by BOE 6/27/2017)

For those secretaries and administrative assistants hired before July 1, 2017, the Board of Education shall grant a long term service bonus in the amount of \$300.00 per year for every complete year of service to District #205 provided the employee has a minimum of ten (10) years continuous service to the District computed from the date of hire. This bonus is payable following a retirement at the end of the service period. Anyone hired after July 1, 2017 will not be eligible for this bonus.

XXII. PAYMENT OF SERVICE BONUS AND UNUSED VACATION DAYS

The Service Bonus provided under Article XXI and any unused vacation days for which an employee is entitled to be paid at the time of retirement, shall be paid as follows:

First, an amount equal to up to 6% of the employee's non-exempt earnings for the 12 months previous to the employee's last year of employment shall be paid within 30 days of the final day of work. The balance of the service bonus amount shall be paid in full the second month after termination.

UNPAID LEAVE (Continued)

The person returning from such leave shall be placed in the same classification and on the salary step held at the time the leave was granted. Sick leave and vacation credit shall not accumulate while on such leave.

If a secretary on such leave does not return to active employment upon the expiration of the leave, said secretary shall have waived all rights to continue employment and reinstatement.

XVIII. LONGEVITY (update approved by BOE 6/27/2017)

Secretarial and administrative assistant staff who have eleven years of service as of June 30, 2017 are eligible for an annual longevity bonus. The bonus will be paid on the first payroll proceeding September 1 each year. Secretarial and administrative assistant staff will receive \$220.00 for each year of service after year eleven compounded. Staff must complete a full fiscal year to be eligible for the bonus. Service must be continuous and uninterrupted. Approved leaves are considered uninterrupted service. The yearly longevity bonuses are as follows: year 11 - \$220.00, year 12 - \$440.00, year 13 - \$660.00, year 14 - \$880.00, year 15 - \$1100, year 16 - \$1320.00, year 17 - \$1540.00, year 18 - \$1760.00, year 19 - \$1980.00, year 20 - **\$2300.00**

XIX. TUITION REIMBURSEMENT

The Board shall reimburse the cost of tuition and books (whichever is less) not to exceed \$1,000 for any calendar year for college credit hours earned. Prior approval on the proper district form must be obtained from the Superintendent or his/her designee. An official transcript of record, grade slip, or other official documentation from the college or university in which the secretary is enrolled is placed on file with the Human Resources Office. The transcript must show a "passing" or letter grade of "C" better.

XX. RETIREMENT

Secretaries may be eligible for retirement under the Illinois Municipal Retirement Fund. Forms and booklets regarding this are available in the Human Resources Office.

**PERSONNEL POLICIES
COVERING SECRETARIES**

I. DEFINITION

The term "full-time secretarial employee" shall be used to identify employees who normally work a minimum of thirty (30) hours per week.

II. VACANCIES

When vacancies within the district occur, the vacancies will be posted on the District Website for seven (7) working days.

Employees may apply for the vacant position through the Personnel Office. Applications must be made in writing stating qualifications for the vacant position.

III. PROBATIONARY PERIOD

Secretarial personnel shall be considered probationary employees for ninety (90) working days of their employment. Prior to the end of the probationary period, the principal or supervisor shall complete an evaluation of the employee. A copy of the evaluation form shall be forwarded to the Human Resources Office to become part of the employee's personnel file. An unsatisfactory evaluation shall be submitted to the Assistant Superintendent/Director of Human Resources Office as soon as possible regarding the individual's future status in the school district.

During the probationary period, the employee shall be entitled to applicable fringe benefits outlined in this document.

IV. EVALUATION OF SECRETARIES

Secretarial personnel shall be evaluated annually following the probationary period without a documented need to do so sooner. The immediate supervisor or building principal shall complete the evaluations no later than June 30 of each year. District provided evaluation forms shall be used for all evaluations. All evaluations shall include a conference involving the evaluator and employee.

The completed evaluation form shall be forwarded to the Human Resources Office to become part of the employee's personnel file.

An employee can be placed in an evaluation cycle at any time the supervisor can document a decline in performance or performance does not meet district expectations. At any time an unsatisfactory evaluation is made, a second one shall be submitted within the next ninety (90) working days to the Assistant Superintendent/Director of Human Resources Office. In the event the secretary receives two unsatisfactory evaluations, the Assistant Superintendent/Director of Human Resources Offices in consultation with the immediate supervisor shall make recommendations to the Superintendent of Schools regarding the individual's future status in the school district.

V. SALARY

Secretaries upon hire, will receive the wage determined for that year per the exempt staff salary schedule adopted by the Board of Education.

VI. SENIORITY

Seniority will be based upon the hire date within this classification. Seniority applies only to full-time (30 hours or more per week) employees.

VII. STAFF REDUCTIONS

On those occasions when it is determined that reduction in the secretarial staff is appropriate, such reduction requires a written notice at least thirty (30) days before the end of the school term.

A secretary who becomes unemployed because of staff reduction shall be considered for re-employment if a vacancy occurs within eighteen (18) months.

A secretary who becomes unemployed because of staff reduction shall receive payment for accrued and earned vacation where applicable.

VIII. WORK DAY

Full-time ten (10) month elementary secretaries shall work seven and one-half (7 1/2) hours per day.

Full-time ten (10) month junior high secretaries shall work eight (8) hours per day.

Full-time ten (10) month high school secretaries shall work seven and one-half (7 1/2) hours per day.

PARENTAL LEAVE

Parental leave may be granted without pay for a period not to exceed one (1) full year to any secretary upon evidence of her pregnancy and completion of her probationary period. A written application for parental leave must be made to the Board of Education.

Written request for reassignment as a secretary must be submitted to the Assistant Superintendent/Director of Human Resources sixty (60) days prior to re-employment. A physician's endorsement shall accompany the request.

A secretary granted parental leave may arrange to continue group insurance coverage at his/her own expense as provided by the Board of Education. A secretary who returns from parental leave shall be reinstated to their former position or its equivalent provided such a vacancy exists.

A secretary who has furnished satisfactory evidence of pending child adoption shall notify the Board of Education sixty (60) days prior to the anticipated date of placement. That secretary may request parental leave.

A secretary may use up to 30 days of sick leave for the purpose of birth or adoption provided the secretary has enough accumulated sick time. Additional sick leave, if available, may be granted under a doctor's care.

UNPAID LEAVE

Upon the completion of one (1) year of employment, a leave of absence not to exceed one (1) year may be granted for illness, disability, or family emergencies. Written application for such leave shall be submitted to the Assistant Superintendent/Director of Human Resources, who shall make his/her recommendation to the Superintendent of Schools and the Board of Education.

Written notice of desire to return to active employment must be given at least (60) days prior to the date of re-employment. A secretary granted unpaid leave for up to one year may arrange to continue group medical insurance at their own expense.

FAMILY MEDICAL LEAVE ACT (FMLA)

An eligible employee (as defined in the Family and Medical Leave Act of 1993) shall be entitled to the leave provisions and benefits set forth in the Act. FMLA will run concurrent with any paid leave when applicable.

PERSONAL BUSINESS LEAVE

Secretaries shall receive two (2) personal leave days per year. Secretaries may accrue up to a maximum of three (3) earned Personal leave days. Unused personal leave days beyond three (3) shall be credited as sick leave days at the end of the contract year. Personal leave shall be used only for the purpose of handling personal affairs which cannot be transacted on the weekend or after school hours. It is not provided for casual or indiscriminate use. Personal business leave shall not be used to receive remuneration from outside employment or for illness related absences. The last work day preceding or the first work day following a legal holiday or school recess shall not be recognized as a personal business leave day, except in a case of emergency.

Advance notice of the necessity of such personal business leave shall be given to the immediate supervisor seventy-two (72) hours in advance, except in the case of an emergency. Personal leaves are subject to approval by the Assistant Superintendent/Director of Human Resources.

PROFESSIONAL LEAVE

Professional Leave may be used for professional improvement-seminars, workshops, etc. This Professional Leave must have prior approval by immediate supervisor and Central Office. There would be no loss of salary for an approved Professional Leave. Secretaries may be responsible for their personal expenses related to said leaves.

JURY DUTY

Employees of the School District will be excused for jury duty with no jeopardy to their employment or compensation.

VIII. WORK DAY (Continued)

Full-time eleven (11) month high school secretaries shall work eight (8) hours per day.

Full-time (12) month high school secretaries shall work eight (8) hours per day.

Central Office secretaries work hours as assigned by supervisor.

Total hours for part-time secretaries shall be determined by the Assistant Superintendent/Director of Human Resources or the supervisor involved with the approval of the Board of Education.

IX. BREAKS

Formal breaks consist of a total of twenty (20) minutes on a schedule established by the building administrator.

Lunch breaks may be determined at the building level with a minimum standard of thirty (30) minutes. The building administrator will establish a staggered schedule for lunch breaks.

X. EMERGENCY DAYS

Twelve (12) month secretaries are obligated to work on emergency days. Reasonable delays in reporting to work will be granted. It is the building principal's responsibility to coordinate work at the respective school buildings on an emergency day. Ten (10) month secretaries do not work on emergency days. These days will be made up at the end of the school year.

XI. OVERTIME WORK

Overtime work is work beyond the regularly scheduled work day. Prior approval of the immediate supervisor is required for all overtime. (One and one-half time shall be paid for work that exceeds forty (40) hours in any given week.)

XII. MEDICAL AND HOSPITAL INSURANCE

Group health insurance for employees is available for secretaries working thirty (30) hours or more per week when the required paperwork is completed within thirty (30) days of initial employment. Dependent coverage is available under the terms and conditions of the Medical Plan Document.

XII. MEDICAL AND HOSPITAL INSURANCE (Continued)

The employee's share of the premium shall be based on the following formulas:

Board + Single	1.00	Retiree Single	1.35
Board	.905	Retiree/Dependent	1.35
Single	.095		
+Spouse	1.20		
+Child	1.10		
+Family	1.688		

XIII. DENTAL OR VISION INSURANCE

The Board shall contribute \$70.00 toward the annual premium for each secretary working thirty (30) hours or more per week (provided they carry District #205 medical coverage).

XIV. LIFE INSURANCE

The Board of Education shall provide a \$30,000 term life insurance policy to secretaries working thirty (30) hours or more per week, at no cost to the employee.

* Insurance benefits are not provided on "dock" days.

XV. PAID HOLIDAYS

Secretaries will not work on the following days during the year:

Labor Day	New Year's Eve Day
Columbus Day**	New Year's Day
Veteran's Day*	Martin Luther King Day
Thanksgiving Day	Presidents' Day*
Day After Thanksgiving	Casimir Pulaski Day**
Christmas Eve Day	Friday Before Easter
Christmas Day	Memorial Day— <i>paid only if a secretary is not already on summer break</i>

Fourth of July (12-month Secretaries)

*If during the work week

**Secretaries will work on Pulaski Day and/or Columbus Day when the adopted school calendar designates them as student attendance days and the affected employees will receive an extra day of pay during the pay period in which the holiday falls., excluding 12-month Secretaries who may take additional days off during the calendar year as their paid holidays.

XVI. VACATIONS

10-month Secretaries are accorded pay for recess days and for school holidays within the salary schedule. Recess days conform with school recess periods determined by the Board of Education (i.e. winter and spring break).

12-month Secretaries who have completed less than one (1) year of service by July 1, will be allowed vacation at the rate of one (1) day per month of employment. Only full months of employment shall be used in calculating vacations. Building secretaries will normally take their vacation period at a time other than student attendance days. Exceptions may be allowed with the approval of the immediate supervisor.

Secretaries shall be expected to use their vacation days annually. However, they shall be allowed to accrue fifty (50) percent of their unused vacation days each year to be added to next year's allotment for a total not to exceed forty (40) days.

Vacation Schedule:

Less than one year	1 day per month
1 through 4 years	12 days
5 through 9 years	15 days
10 or more years	20 days

XVII. LEAVES

SICK LEAVES

Sick leave is granted as follows:

- * 10-month Secretaries—0-14 years: 13 days; 15-19 years: 14 days; 20+ years: 15 days per year.
- * 11-month Secretaries- 0-14 years: 14 days; 15-19 years: 15 days; 20+ years: 16 days per year.
- * 12-month Secretaries: 0-14 years: 15 days; 15-19 years: 16 days; 20+ years: 17 days per year.
- * Sick leave days may be used as bereavement days.