

Educational Support Personnel

Employment Termination and Suspensions

Employment and Assessment

Employment of new employees to fill vacancies or new positions shall be made by the Board of Education, upon the recommendation of the Superintendent. The Superintendent shall carefully review candidates and recommend those who are most qualified to fill the position.

Resignation and Retirement

An employee is requested to provide 2 weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least 2 months before the retirement date.

Non-RIF Dismissal

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in Board of Education policy or in an employment-related notice is intended, or should be construed, to alter the employment at-will relationship, unless expressly so stated.

The Superintendent is responsible for making dismissal recommendations to the School Board consistent with the Board's goal of having a highly qualified, high performing staff.

Reduction in Force and Recall

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they, or other laws, are applicable and not superseded by legislation or an applicable collective bargaining agreement.

Final Paycheck

A terminated employee's final paycheck shall be issued within the time required by law, with adjustments, for example, for unused, accumulated vacation, to the extent required by law.

Suspension

Employees may be suspended as provided for in Board policy 5:295 on suspension of employees.

LEGAL REF.: 5 ILCS 430 *et seq.*
105 ILCS 5/10-22.34c and 5/10-23.5.
820 ILCS 105/4a.

CROSS REF.: 5:240 (Professional Personnel - Suspension), 5:270 (Educational Support Personnel - Employment At-Will, Compensation, and Assignment),
5:295 (Suspension of Educational Support Personnel)

ADOPTED: February 18, 2016

REVISED: July 21, 2016