PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2007 REGIONAL OFFICE OF EDUCATION WORKFORCE

			MALE					FEMALE				
Job Category		**TOTAL**	**B**	**W**	**H**	**A/PI**	**AI/AN**	**B**	**W**	**H**	**A/PI**	**AI/AN**
Officials/Administrators		6 100%	0 0%	3 50%	0 0%	0 0%	0 0%	0 0%	3 50%	0 0%	0 0%	0 0%
Professionals		19 100%	1 5.263%	9 47.368%	0 0%	0 0%	0 0%	1 5.263%	8 42.105%	0 0%	0 0%	0 0%
Technicians		1 100%	0 0%	0 0%	0 0%	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Protective Services	Sworn	The Regional Office of Education does not have any employees in this job category										
	Non-Sworn	The Regional Office of Education does not have any employees in this job category										
Para-Professional		This category no longer exists in the 2000 census data										
Office/Clerical		10 100%	0 0%	3 30%	0 0%	0 0%	0 0%	0 0%	6 60%	1 10%	0 0%	0 0%
Skilled Craft		The Regional Office of Education does not have any employees in this job category										
Service/Maintenance		The Regional Office of Education does not have any employees in this job category										

08/30/07

KEY

B - Black
W - White
H - Hispanic

A/PI - Asian or Pacific Islander
AI/AN - American Indian or Alaskan Native

PART II. COUNTY OF KANE (OFFICE OF ELECTED OFFICIAL) – 2007 REGIONAL OFFICE OF EDUCATION UTILIZATION ANALYSIS

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		MALE White	MALE Black	MALE Hispanic	MALE Asian	MALE American Indian	FEMALE White	FEMALE Black	FEMALE Hispanic	FEMALE Asian	FEMALE American Indian
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		50% 59.3% -9.3%	0% 1.8% -1.8%	0% 3.1% -3.1%	0% .7% -.7%	0% 0% 0%	50% 29.8% 20.2%	0% 1.4% -1.4%	0% 2.6% -2.6%	0% .5% -.5%	0% 0% 0%
PROFESSIONALS Workforce #/% CLS #/% Utilization %		47.368% 41.2% 6.168%	5.263% 1.4% 3.863%	0% 2.3% -2.3%	0% 1.6% -1.6%	0% .1% -.1%	42.105% 47.1% -4.995%	5.263% 1.9% 3.363%	0% 2.4% -2.4%	0% 1.4% -1.4%	0% .1% -.1%
TECHNICIANS Workforce #/% CLS #/% Utilization %		0% 42.2% -42.2%	0% 2.2% -2.2%	0% 4% -4%	100% 1.2% 98.8%	0% 0% 0%	60% 40.5% 19.5%	0% 3.6% -3.6%	10% 3.3% 6.7%	0% 1.8% -1.8%	0% 0% 0%
PROTECTIVE SERVICES	SWORN Workforce #/% CLS #/% Utilization %	NOT APPLICABLE									
	NON-SWORN Workforce #/% CLS #/% Utilization %	NOT APPLICABLE									
PARA-PROFESSIONAL Workforce CLS #/% Utilization		THIS CATEGORY NO LONGER EXISTS IN THE 2000 CENSUS DATA									
OFFICE/CLERICAL Workforce CLS #/% Utilization		30% 25.9% 4.1%	0% 1.4% -1.4%	0% 5% -5%	0% .7% -.7%	0% .1% -.1%	60% 52.8% 7.2%	0% 3.5% -3.5%	10% 8.9% 1.1%	0% .7% -.7%	0% .1% -.1%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		NOT APPLICABLE									
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		NOT APPLICABLE									

9/17/07

KANE COUNTY
REGIONAL OFFICE OF EDUCATION

DOUGLAS E. JOHNSON
Regional Superintendent
HARRISON G. SCHNEIDER
Associate Superintendent

210 S. Sixth Street
Geneva, Illinois 60134
Phone: 630/232-5955
Fax: 630/208-5115
www.kaneroe.org

RECEIVED
OCT 23 2007
KANE COUNTY
HUMAN RESOURCE MGMT

To: Ellen Burmeier
HR Director

From: Douglas E. Johnson
Regional Superintendent of Schools

Date: October 22, 2007

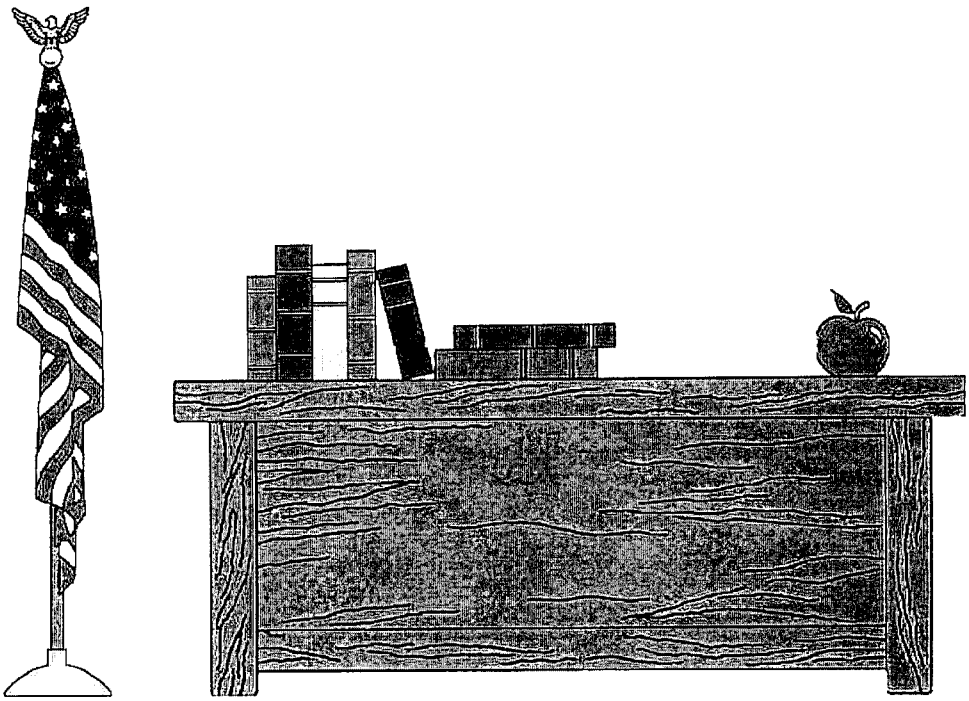
Re: EEOP Review/Analysis

1. There were no disciplinary actions taken against employees during the FY07 fiscal year.
2. There were no employees who made application for promotion or transfer during the FY07 fiscal year.
3. Enclosed is a copy of the Kane County Regional Office of Education Employee Handbook for reference.

Narrative Utilization Analysis

4. A comparison of the KCROE workforce to the community labor statistics for Kane County indicates underutilization of white males (-9.3%) and Hispanic males (-3.1%) in the officials /executive job group category.
   In the professionals job group category white females (-4.995%) were underutilized.
   In the office/clerical job group category Hispanic males (-5%) and black females (-3.5%) were underutilized.
   Any underutilization rates in the technician job group category are a result of having only one employee in that category.
   After reviewing the results of the underutilization analysis, the KCROE will continue to advertise and solicit the recruitment of Hispanic males for official and office/clerical positions, females for professional positions, and black females for office/clerical positions.
5. All our job listings are posted on our website www.kaneroe.org and also within our site we have a link to "Teach in Kane" which goes to our Kane County Human Resources Consortium which also goes to all nine of our school districts. In addition, jobs are posted for inclusion in the Kane County Job posting at the county level.

KANE COUNTY
REGIONAL SUPERINTENDENT OF SCHOOLS



KANE COUNTY
REGIONAL OFFICE OF EDUCATION
EMPLOYEE HANDBOOK

Revised: 09/13/07

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I. INTRODUCTION

POLICY STATEMENT

This Employee Handbook ("Handbook") is provided to employees of the Regional Office of Education (ROE) as a general source of information concerning the Regional Superintendent's policies, procedures, practices and benefit programs. This Handbook supersedes any and all prior handbooks, policies, procedures, rules, practices or representations of any kind of the Regional Office of Education. The Regional Superintendent reserves the right to amend, supplement and rescind any of the policies, procedures, practices and benefits described in this Handbook from time to time, with or without notice, as the Regional Superintendent deems appropriate.

For purposes of this Handbook, "Regional Superintendent" means the duly elected Regional Superintendent of Kane County, Illinois. The term "employee" refers to both management and all support staff, exempt and non-exempt. The term "employment" as it refers to managers, incorporates an acknowledgement that managers are appointed by and serves at the pleasure of the Regional Superintendent.

Although the Associate Superintendent, Assistant Superintendents, the Financial Director and other management representatives have been delegated various responsibilities regarding employees, the Regional Superintendent retains the right to establish and implement policies and decisions affecting employees in this office, including changing any decision made by any management representative.

AT-WILL EMPLOYMENT

Employment with the Kane County ROE is employment-at-will. This means that neither the employee nor the Regional Superintendent is bound to an employment contract or a commitment for employment for a definite period of time. Both the employee and the Regional Superintendent have the right to terminate employment at any time, with or without cause and with or without notice. No person other than the Regional Superintendent has the authority to enter into an agreement contrary to the foregoing and any such contrary agreement, whether verbal or express, must be in writing and signed by the employee and the Regional Superintendent. No person other than the Regional Superintendent has the right to make any commitments to the contrary.

Neither this Handbook nor any other policy, procedure, practice, statement or benefit program shall be construed as either an express or implied contract of employment between the Regional Superintendent and any employee.

EQUAL EMPLOYMENT OPPORTUNITY

It is the Regional Superintendent's policy to provide equal employment opportunity to all applicants and employees without regard to race, color, creed, religion, sex, age, national origin, ancestry, physical or mental handicap or disability, marital status, military status, or veteran status. This policy applies to all aspects of employment, including, but not limited to, selection, promotions, compensation, assignments, benefits, training and termination To the extent required by receipt of grant funds or other laws, any employment or discrimination policy required to be adopted by such grant agreement or law is hereby adopted by reference as if fully set forth herein.

IMMIGRATION LAW COMPLIANCE

The Regional Superintendent is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, and as a condition of employment, each new employee must properly complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Before commencing work, newly rehired employees must also complete the form if they have not previously filed an I-9 with this office or if their previously completed I-9 is more than 3 years old.

DISABILITY DISCRIMINATION POLICY

It is the Regional Superintendent policy that no qualified individual with a disability shall be discriminated against because of such disability in regard to job application procedures, hiring or discharge, compensation, advancement opportunities, training, or any other term or condition of employment. A disability is defined as: (1) a physical or mental impairment that substantially limits one or more major life activities of an individual; (2) a record of such an impairment; or (3) being regarding as having such an impairment.

A qualified individual with a disability is one who, with or without reasonable accommodation, can perform the essential functions of the job such person holds or desires. Any qualified employee or applicant who believes that he or she has been discriminated against because of a disability should promptly report the complaint to a Manager or the Associate Superintendent. Complaints of discrimination on the basis of disability will be promptly investigated.

SEXUAL AND OTHER TYPES OF HARASSMENT

The Regional Superintendent is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, threatening, coercive or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other characteristic will not be tolerated. This type of behavior includes, but is not limited to, making slurs or derogatory statements about any category of individuals. Threats of harm of any kind to an employee or any other person, even if in jest, will not be tolerated.

The term sexual harassment includes, but is not limited to, any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct based upon an individual's gender when;

- submission to such is made either explicitly or implicitly a term or condition of an individual's employment;
- submission or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual;
- and/or such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any action or conduct that meets any of the above criteria may constitute sexual harassment.

Any employee who experiences or witnesses sexual or other unlawful harassment in the workplace, must report it immediately to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Associate Superintendent. If the complaint involves a manager or Assistant Superintendent, report the conduct to the Associate Superintendent or the Regional Superintendent.

The Regional Superintendent will conduct a thorough and prompt investigation. To the extent possible, the confidentiality of the party bringing the complaint and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the individual bringing the complaint will be informed of the outcome of the investigation.

Retaliation against an employee for making a good faith complaint regarding harassment violates the law. Therefore, the Regional Superintendent will not permit any type of retaliation against another employee for having made a good faith complaint.

Anyone engaging in sexual or other unlawful harassment, or found to have retaliated against another employee for having reported an incident believed by such employee to constitute harassment, will be subject to disciplinary action up to and including discharge.

II. EMPLOYMENT

EMPLOYEE CLASSIFICATIONS

The Regional Superintendent classifies employees in accordance with the following definitions:

ASSOCIATE SUPERINTENDENT

A. Associate Superintendent

A position working forty (40) hours or more per week.

B. Assistant Superintendents/Managers

Positions working forty (40) or more hours per week

Administrative Employees shall receive vacation, personal days, seasonal days, and sick leave based upon their contract with the Regional Superintendent.

SUPPORT STAFF

A. Regular Full-Time Employee

An employee working forty (40) hours or more per week.

B. Regular Part-Time Employee

An employee working less than forty (40) hours per week having either a regular set schedule or approved flexible schedule.

An eligible part-time employee shall earn vacation, personal/sick days, seasonal days, and extended sick leave based upon their part-time percentage (e.g., an employee whose part-time percentage is 60% - three full days a week – earns 60% of the paid time off that a full-time employee earns).

C. Seasonal Employee

An employee hired to work temporarily for a prescribed period of time, e.g., a summer employee. Seasonal employees generally work less than 600hours annually and are not eligible for any benefits, including, but not limited to, personal/sick days, vacation days, extended sick leave, seasonal days, IMRF, and medical or dental insurance.

SPECIAL CONTRACT EMPLOYEES

Special Contractual arrangements for other personnel are governed solely by the written agreement between the Contractor and the Regional Superintendent. Contractors do not receive any benefits unless specifically provided for in the written agreement between the Contractors and the Regional Superintendent.

PERSONNEL FILES

A personnel file may be kept and maintained in the Kane County Human Resources Department. The Regional Superintendent may also maintain a personnel file, which may contain material that is different or duplicates the material maintained by the Kane County Human Resources Department. Internal availability of personal information is restricted to those who have a work-related need to know. Personnel files are never to be removed from either the Human Resources Department or the Regional Superintendents Office.

(A) Employee Requests - Any employee may, upon written request, inspect his or her own personnel file in accordance with the Illinois Personnel Record Review Act, 820 ILCS 40/0.01 to 40/13 (1996). Requests to inspect the personnel file in the Kane County ROE must be in writing and directed to the Regional Superintendents Administrative Assistant. Personnel files maintained by the Kane County Human Resources Department may be inspected upon compliance with the requirements of that Department.

(B) Third Party Requests - Requests for personnel file information from other than the employee will be handled pursuant to the Illinois Personnel Record Review Act. Any additional information not mandated for release by law will be released only with the written consent of the employee.

(C) It is the responsibility of each employee to immediately notify the Regional Superintendent, Administrative Assistant and the Director of Finance of any changes in personnel data such as, name, marital status, telephone numbers (including office-issued numbers for pagers and cellular telephones), home address, names of dependents and individuals to be contacted in case of an emergency.

WORK WEEK

The standard working hours for employees are forty (40) hours a week from 8:00 a.m. to 5:00 p.m., Monday through Friday, absent a specific provision to the contrary (GED Testing, Truancy, etc.) However, all Exempt Employees are required to work whatever amount of time is necessary to perform their duties.

All lunch periods will be determined by each employee's immediate supervisor. Employees that need to be away from their work stations should use their best judgment.

Employees shall only use designated areas to take lunch breaks. Lunch may not be eaten at your work stations.

FLEXIBLE WORK SCHEDULE

Employee requests for flexible work schedules will be considered by the Associate Superintendent. Authorization for a flexible work schedule must be in writing and signed by the employee and his or her Supervisor and the Finance Director. Once an employee is placed on a flexible work schedule, the employee is responsible for maintaining regular attendance and punctuality. The Regional Superintendent may terminate flexible work schedules at any time.

ABSENTEEISM AND TARDINESS

It is each employee's responsibility to adhere to his or her standard work week and time schedule in accordance with the guidelines of the Regional Superintendent's Office. The Regional Superintendent recognizes however, that occasionally an absence is unavoidable.

When unable to be on the job, the employee must obtain permission from his/her Supervisor, in advance whenever possible. If for any reason the employee is unable to report for work at the regular time, it is the employee's responsibility to call the Supervisors cell phone to report the absence prior to his or her normal starting time, leaving a detailed message and a phone number where the employee can be reached. Employees who are off sick must call in each day unless unusual circumstances prevent a call. If any emergency or illness arises before the normal quitting time, permission must be obtained from your Supervisor or Associate Superintendent before departing.

An unexcused absence may be cause for denial of sick pay benefits and appropriate discipline up to and including discharge. Further, excessive absences or tardiness may result in disciplinary action, up to and including discharge.

RULES OF PROFESSIONAL CONDUCT

The Regional Superintendent recognizes the importance of adhering to the Illinois School Code. Employees hold positions of public trust and are charged with the responsibility of upholding the integrity of the educational system and the profession. Employees must conform their conduct to the requirements of the code and be sensitive to the duties imposed by the law in order to reach correct ethical decisions and to encourage the public's confidence in the educational system. Employees shall refrain from all conduct that violates the law or is unbecoming or impugns the integrity of the educational profession, or any staff of the Regional Superintendent's Office.

Further, employees shall not, during or after termination of their relationship with this Office, use or reveal a confidence or work product of the Office known to the employee, without the prior written consent of the Regional Superintendent or unless otherwise mandated by law. This may include, but is not limited to, case notes, educational proceedings, confidential information, internal memorandums or confidential memorandums.

III. COMPENSATION

PAY PERIODS

The frequency of pay periods is established by the Kane County Board. Unless amended or changed by the Kane County Board, employees are paid on the 10th and 25th of each month. When a payday falls on a Saturday, Sunday or holiday, the paycheck is distributed on the preceding workday. The check distributed on the 10th includes pay for the period worked between the 16th through the last day of the previous month. The check received on the 25th includes pay for the period from the 1st through the 15th of the month.

OVERTIME

Managers and other exempt employees will not be additionally compensated for working in excess of the standard working hours. Staff may receive additional compensation for services performed such as weekend or holiday duties; such additional compensation will be determined at the sole discretion of the Regional Superintendent.

Only non-exempt employees are eligible for overtime compensation and it will be calculated in accordance with federal and state wage and hour restrictions. Non-exempt employees are not authorized to work in excess of the standard work week hours without prior approval of the Associate Superintendent and the Financial Director. A non-exempt employee authorized to work overtime will be given compensatory time off in lieu of cash overtime compensation. Any exception to this policy must be approved by the Regional Superintendent. Compensatory time off should be used within a reasonable time of earning it, as long as such use does not unduly disrupt the operation of the Regional Superintendent's Office. Compensatory time must be used before vacation or personal/sick time. Employee cooperation is expected when requested to work overtime.

IV. BENEFITS

The Regional Superintendent provides certain benefits in recognition that the employees of this Office are a valuable asset. The following summarizes certain employee benefits applicable at this time. Seasonal Employees are not eligible for any benefits. These benefits are reviewed periodically to ensure that the needs of the employees are being met. In addition, the section in this Handbook entitled "Kane County Personnel Policy Handbook", identifies those benefits available through plans or programs provided by Kane County to the employees of the Regional Superintendent.

PAID TIME OFF

In order to provide a flexible, paid time off policy as protection for eligible employees against loss of income because of illness, injury or personal matters, the Regional Superintendent provides both short-term personal/sick days and extended sick leave. All full-time and part-time staff, and regular full-time and part-time support staff, are eligible for these benefits, with proper written approval.

A. Short-Term Personal/Sick Days

1. Accumulation of Personal/Sick Days

"Benefit year" is defined as the twelve (12) month period beginning December 1 of each year. Employees must complete six (6) months of continuous employment before they are eligible to earn short-term personal/sick time. Thereafter, each eligible full-time employee earnsone (1) personal/sick day for each full quarter of the benefit year worked by the employee. For example, full-time employees who have completed twelve months of continuous service as of December 1 of the applicable benefit year, will be credited with four personal/sick time as of December 1. Full-time employees who have completed six (6) months of continuous employment but less than twelve months of continuous service as of December 1 of the applicable benefit year, will earn personal/sick time at the rate of one (1) day for each full quarter worked as of December 1.

Each eligible part-time employee earns personal/sick time proportionate to the number of hours worked as compared with the personal/sick time earned by a full-time employee.

2. Short-Term Personal/Sick Day Utilization

An eligible employee may use personal/sick time for personal or family injury or illness, doctor or dental appointment, and personal business.

Employees may use more than one (1) personal/sick day per quarter, however, if a terminating employee has used more personal/sick time than have been earned for the number of quarters worked, the employee may be required to repay any used but unearned personal/sick time. An employee who has exhausted their short-term personal/sick time may use other available paid time off (except extended sick leave) without the need to bring in a doctor's statement.

3. Unused Short-Term Personal/Sick Days

Short-term personal/sick time do not accumulate from year to year. At the end of the benefit year, all unused short-term personal/sick days will roll-over into extended sick leave, and thereafter, use of such time will be subject to the rules and policy regarding extended sick leave. However, upon termination, an employee will be paid for any unused short-term personal/sick time earned during the benefit year in which the employee terminates.

B. Extended Sick Leave

1. Accumulation of Extended Sick Leave

Eligible full-time employees will be credited with one (1) day of extended sick leave per month after the completion of six (6) months of continuous employment. Eligible part-time employees will earn extended sick leave proportionate to the number of hours worked as compared with the extended sick leave earned by a full-time employee. Unused extended sick leave will carry over from year to year and may accumulate to a maximum of 240 days.

2. Extended Sick Leave Utilization

Unlike short-term personal/sick days, extended sick leave is intended to provide employees with assistance during periods of illness or injury when the employee or Family leave is under a doctor's care at home or hospitalized. For 3 consecutive days or more. A note from the employee's or family member's doctor (on the doctor's letterhead or prescription pad) is required to support the employee's request to utilize extended sick leave. The Regional Superintendent reserves the right to have an employee submit to an examination by a doctor chosen by the Regional Superintendent for the purpose of obtaining a further determination as to whether the employee is unable to perform his/her duties.

The cost of the second examination will be paid by the Regional Superintendent's Office. For purposes of this section, the term "immediate family member" includes the employee's legal spouse, child (including step, adopted and legal ward), parent or step-parent.

Employees must first use comp time, personal days and vacation, before they can use extended sick leave.

3. Payment for Unused Extended Sick Leave

No payment for unused extended sick leave is made at termination. Retiring employees under IMRF may qualify for up to one (1) year of additional pension service for unused extended sick leave at the rate of one month for every twenty days or fraction thereof (1:20). To qualify for this pension credit, the effective date of the pension must be within sixty (60) days of termination. This additional pension service credit provision applies solely to employees retiring with an IMRF pension. Converted extended sick leave cannot be used to meet the requirements of a minimum of eight (8) years for an IMRF pension or 35 years for a non-discounted pension under age 60.

C. Funeral and Bereavement Leave

In the event of a death in an employee's family, the employee will be allowed up to three (3) days leave with pay to attend the funeral and/or handle family affairs. "Family" is defined as the employee's legal spouse, child (including step, adopted and legal ward), parent or step-parent, brother, sister, neice, nephew, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, aunt, uncle and first cousin. Employees must notify their immediate supervisor of the death, relationship to the deceased and expected time of absence – signed approval form.

D. Sick Leave Earned Prior to December 1, 1989

Employees who earned and accumulated sick leave under the policy in effect prior to December 1, 1989, can carry this time over from year to year and use it for purposes appropriate under that policy. Under the policy in effect prior to December 1, 1989, employees could accumulate up to thirty (30) sick days that could be used for personal illness or injury, funeral leave, maternity, serious illness in the immediate family, three-to-one conversion for vacation, one-third (1/3) payment at termination or full payment at retirement when receiving an IMRF pension.

LEAVE OF ABSENCE

Employees who have completed one year of employment at the Regional Superintendent's Office may be granted an unpaid leave of absence in accordance with the following guidelines.

(A) Family and Medical Leave: Employees may be eligible for an unpaid leave of absence pursuant to the Family and Medical Leave Act of 1993 (the "FMLA") if they have been employed for at least twelve (12) months and completed at least 1,250 hours during the twelve months preceding the start of the leave of absence. Eligible employees are entitled to FMLA for the following reasons:

1. The birth of the employee's child and to provide care for the infant following birth;
2. The placement of a child with the employee for adoption or foster care;
3. The employee's own serious health condition which makes the employee unable to perform the essential functions of his or her job; or
4. Employee is needed to care for a child, spouse or parent who has a serious health condition.

Employees may be eligible for a maximum of twelve (12) weeks leave a year which is based on a rolling twelve (12) month period measured backward from the first date FMLA leave is used. (The term "weeks" refers to workweeks; a workweek is the number of hours the employee usually works in a week.) In other words, each time an employee takes FMLA leave, the remaining leave for which the employee may be eligible would be any balance of the twelve (12) weeks that have not been used during the immediately preceding twelve (12) months. (For example: If an employee has taken (8) weeks of leave during the past 12 months, an additional four (4) weeks of leave could be taken. If an employee used (4) weeks of leave beginning February 1, 2001, (4) weeks of leave beginning June 1, 2001, four (4) weeks of leave beginning December 1, 2001, the employee would not be entitled to any additional FMLA leave until February 1, 2002. However, on February 1, 2002, the employee would be entitled to (4) weeks of leave, on June 1, the employee would be entitled to (4) additional weeks of leave, etc.).

Upon returning to work from FMLA leave, the employee will be restored to his/her original job or an equivalent position that involves the same or substantially similar duties and responsibilities with equivalent pay, benefits and other terms and conditions of employment. However, an employee who qualifies as a "key employee" under FMLA may be denied restoration provided certain conditions are met. A "key employee" is an employee who is among the highest paid ten (10) percent of the employees employed by the Regional Superintendent. An employee in this category will be informed of their status as a "key employee" at the time the FMLA leave response is made.

(B) Personal Leave: Employees may be granted an unpaid leave of absence for a short duration for personal reasons if it would not unduly burden the Regional Superintendent's Office. The Regional Superintendent reserves the right to grant, deny or extend any such personal leave of absence.

(C) Educational Leave: Employees may be granted an unpaid leave to continue their education, provided the course of study is beneficial to the Regional Superintendent's Office. The Regional Superintendent reserves the right to grant, deny or extend any such educational leave of absence.

(D) Military Leave: The Regional Superintendent complies with all federal and state laws relative to military leave for training purposes or if the employee's unit is activated. Should an employee require a leave of absence for training purposes, the ROE will pay the difference between the employee's regular pay and pay received for an annual training camp for a period not to exceed two weeks.

TERMS AND CONDITIONS

1. The Regional Superintendent may require that an employee requesting any type of leave (except military leave) first use any paid time for which they are eligible, including personal/sick days, extended sick leave, sick leave earned prior to December 1, 1989, vacation time, seasonal days, and compensatory time, during the leave of absence. Once paid time off is exhausted, the remainder of the leave will be unpaid. Note, paidand unpaid leave both count toward the twelve week limit under the FMLA.

2. While on a leave of absence, if the employee determines the leave may need to last more than the original time off requested, the employee must request an extension of leave at least 30 days prior to the expiration of the original leave. The Regional Superintendent reserves the right to grant or deny an extension of the leave period. The cumulative time off for any type leave (except for military leave when required by law) may not be longer than six (6) months.

3. Any leave more than twelve (12) weeks in duration is considered an extended leave of absence. Employees in this extended period must contact the Regional Superintendent at least thirty (30) calendar days prior to their expected return to work.

4. Group health-care coverage will continue during any approved leave of absence, for up to six (6) months, provided the employee pays the employee's portion of the premium to the Kane County Insurance Coordinator's office no later than the first (1st) of each month during the leave of absence.

5. Short-term personal/sick days, extended sick leave and vacation time will not continue to accrue after the last day paid on any authorized leave of absence. Employees will be paid for holidays that fall during the period they are receiving pay from the County. The use of any leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

6. Employees on a leave may qualify for disability benefits under IMRF. An employee should consider filing for such benefits immediately to ensure timely receipt of such benefits, if available. Please contact the Kane County Human Resources Department for further details.

7. Employees who fail to return to work upon the expiration of a leave of absence will be subject to discharge.

PROCEDURE FOR REQUESTING A LEAVE OF ABSENCE

1. A "Request for Leave of Absence" form should be completed by the employee providing the reason for the leave, its duration, and the amount of available paid time the employee will be using during the leave. Employees must give thirty (30) days advance notice when the request for a leave of absence is foreseeable. Where providing advance notice is not possible under the circumstances, notice must be given as soon as possible. The ROE Finance Director is available to assist in the preparation of this form. In addition, the employee and the Office's Payroll Coordinator will meet with a representative of the Kane County Human Resources Department to review benefits available while on an approved leave of absence.

2. A request for a leave of absence should be submitted to the immediate supervisor who, after recommending approval or disapproval, will forward the request to the Associate Superintendent (if the request is made by a member of the support staff) for a recommendation, which is then subject to the approval of the Director of Finance and Regional Superintendent.

3. Where the request for leave under the Family and Medical Leave Act is due to an employee's own serious health condition, medical certification and/or fitness for duty report is required upon commencing and returning from the leave. Employees must provide a certification from a health care provider explaining the reason for and the anticipated duration of the leave within 15 calendar days of the request. Medical re-certification may be required at the expense of the Regional Office of Education.

HOLIDAY SCHEDULE

Paid holidays are established annually by the Kane County Board's Executive Committee for non court-related offices and the Chief Judge for court-related offices. The Regional Superintendent reserves the right to adopt or modify any and all holiday schedules established in Kane County as it applies to employees of the Kane County Regional Office of Education, the Regional Superintendent will adopt a yearly holiday schedule.

VACATIONS

Vacation time is calculated from the first of the month in which the date of hire occurred. All employees, except Seasonal Employees, are eligible to earn and use vacation time. After one (1) year of continuous service with the Regional Superintendent's Office, each full-time employee is entitled to vacation with pay in accordance with the following schedules:

1. Ten (10) days vacation upon completion of twelve (12) months of continuous service. Thereafter, employees earn two weeks vacation each year in which twelve (12) months of continuous service is completed, through the completion of five (5) full years. During the first year of service only, the Regional Superintendent offers the option of taking up to one (1) week vacation after six (6) months of continuous service. If the employee elects to use one (1) week after six (6) months, only one (1) week remains to be taken upon the completion of twelve (12) months total service during the following one (1) year period. If the employee terminates prior to the first anniversary and has borrowed vacation time, pay for hours used will be deducted from his or her final paycheck.

2. Fifteen (15) days vacation upon completion of five (5) years of continuous service.

3. Twenty (20) days vacation upon completion of fifteen (15) years or more of continuous service.

Absent prior approval from the Regional Superintendent, vacation earned during year must be taken during the following year or it will be forfeited. Vacation credit will not be allowed to accrue from year to year without prior approval from the Regional Superintendent. No salary payment will be made in lieu of vacation not taken without prior approval from the Regional Superintendent.

Vacations will be scheduled with prime consideration given to the efficient operation of the Regional Superintendent's Office. Written requests for vacation time must be sent to the employee's immediate supervisor and/or Regional Superintendent for approval, who will then forward the request to the Finance Director.

Eligible part-time employees will receive vacation days based upon their part-time percentage as compared with the vacation days received by a full-time employee with the same length of continuous service.

The employee will be contacted by the Finance Director if it is determined the employee does not have credit for the requested time. Vacation requests must be made as far in advance of the vacation as is practicable. Written approval must be granted prior to an employee taking vacation time.

Upon termination, an employee will receive pay for unused vacation earned from working in the previous service year. In addition, the employee will receive pay for any accrued vacation earned as of the date of termination. Employees with less than one (1) year of service are not entitled to any vacation pay upon termination.

V. GENERAL POLICIES

JURY DUTY/SUBPOENA

Upon receipt of a summons for jury duty or subpoena, the employee must immediately notify his or her Supervisor and provide a copy of the summons or subpoena. Employees will receive their regular pay for the time of the jury or witness service. However, all compensation received for the jury duty or witness service must be promptly remitted to the Finance Director of the Regional Superintendent's Office.

INTERNET USAGE

The Regional Superintendent reserves the right to access, review, copy, delete and disclose all activities of all users of the Regional Superintendent's computer systems or network, regardless of whether such users are authorized to use such systems or network for any purposes.

Users should be aware that the Regional Superintendent and his systems personnel may, in the course of maintaining the system or network, access and review users' activities. If the Regional Superintendent or his systems personnel discover possible evidence of illegal activity or activity that violates Office policies or rules, the Regional Superintendent may take appropriate disciplinary action, up to and including discharge and/or disclosure of evidence to law enforcement officials or other third parties.

Computers, computer files, the e-mail system and software furnished to employees are the property of the Regional Superintendent's Office and intended solely for use in performing the duties and responsibilities of the employee. Employees are not permitted to use the computers or the Internet for personal reasons. Further, employees are not permitted to send, forward or print out e-mail received from others that is not related to their work responsibilities and any e-mail that is not work-related, should be deleted immediately. Employees should advise friends and acquaintances to refrain from using the Office's e-mail as a primary means of communication to ensure the employee does not unintentionally violate this policy.

Employees may not install or copy any Regional Superintendent's Office owned software programs or computer files onto computers not owned by the Regional Superintendent's Office.

It is possible that certain software is available for employee home use based upon copyright and licensing (i.e. Microsoft office, Virus Protection). The Regional Superintendent will approve this installation on or case by case basis.

The ROE does use monitoring software to view sites visited by employees. The ROE also has ability to access systems remotely to view files, e-mail, etc. located on machines used by employees.

Further, employees may not install any unauthorized software programs onto Regional Superintendent's Office computers.

Employees with management approval for access to the Internet, bulletin boards and other electronic media may use these tools to meet their job responsibilities. Employees may perform such tasks as exploring source material, performing research and using person-to–person e-mail for Regional Superintendent's Office work-related purposes. Employees may not engage in such direct communication for personal use.

Rules and Procedures

1. Employees have a responsibility to use their Internet access in an informed and responsible way, conforming to network etiquette, customs, courtesies and to the Regional Superintendent's Office policy.

2. Employees must use exactly the same standards of care and professionalism used in any other business-related communications. For example:

    a. Consider an e-mail message as a postcard, rather than a sealed letter; there is no absolute right to privacy and e-mail messages may be subject to disclosure.
    b. Apply the same standards of quality to Internet communications that apply to our published product.
    c. Be aware of and respect all copyright and licensing agreements.
    d. Do not forward anyone's messages without permission.

3. Whenever possible, employees should print out documents rather than download them to conserve resources. Employees should not download anything for publication before ensuring (such as by checking with the Library) that the material is not already in-house, that it is reliable and from the best source, and that it will be downloaded in an acceptable format.

4. Use of the Internet is a privilege, not a right, and the privilege may be revoked at any time for inappropriate conduct. Examples of inappropriate conduct include, but are not limited to:

    a. Use of the Internet or other electronic communications made available by the Regional Superintendent's Office for other than business reasons;
    b. Use of the Internet for unlawful or malicious activities;
    c. Use of abusive, threatening or objectionable language in either public or private messages;
    d. Misrepresentation of oneself or inappropriate representation of the Regional Superintendents Office;
    e. Activities that cause congestion and disruption of networks and systems;
    f. Activities that compromise the Regional Superintendents position, reputation or objectivity.

5. The use of the Internet to transmit or store communications that contain ethnic slurs, racial epithets or anything that may be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, disability, political or religious beliefs, or to transmit sexually explicit or otherwise offensive images, messages, cartoons or jokes is strictly prohibited.

   Violation of this policy will result in appropriate disciplinary action up to and including discharge.

INTRA-OFFICE E-MAIL

All employees are expected to read their e-mail on a daily basis. Rights to e-mail are limited to messages specifically addressed to the employee. Unauthorized access of e-mail addressed to another person is a serious breach of this policy. The electronic mail and other information systems of the Regional Superintendent's Office are not to be used in a way that may be disruptive, offensive to others or harmful to morale. Further, employees using e-mail are also subject to the Internet Usage policy.

Display or transmission of sexually explicit or otherwise offensive images, messages, cartoons or jokes, and/or transmission or use of e-mail communications that contain threats, ethnic slurs, racial epithets or anything that may be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, disability or religious or political beliefs is strictly prohibited.

Employees should use the information systems for Regional Superintendent's Office business only. The e-mail system shall not be used to solicit others for commercial venture, religious or political causes, outside organizations or other non job-related solicitations or to communicate personal or political ideas or beliefs.

Although each employee has a password to the e-mail system, the system belongs to the Regional Office of Education and the contents of all e-mail communication is the property of the ROE. Like other shared filing systems, e-mail communications are accessible to others, whether or not marked "private." Therefore, an employee should not expect his or her e-mail communication to be private. Further, the Regional Superintendent reserves the right to monitor computer files or e-mail messages without notice whenever there is a business need to do so.

Finally, since e-mail is subject to disclosure, e-mail should not be used in a situation where a written memo would not be appropriate.

Violation of this policy will result in appropriate disciplinary action up to and including discharge.

SENSITIVE and NON PUBLIC INFORMATION POLICY

1. PURPOSE

The Kane County Regional Office of Education adopts this policy to help protect employees, customers, contractors and the company from damages related to loss or misuse of sensitive information. This policy will:

- Define sensitive information
- Describe the physical security of data when it is printed on paper
- Describe the electronic security of data when stored and distributed

2. SCOPE

This policy applies to employees, contractors, consultants, temporaries, and other workers at the Kane County Regional Office of Education, including all personnel affiliated with third parties.

3. POLICY

3.1 Definition of Sensitive Information

Sensitive information includes the following items whether stored in electronic or printed format.

3.1.1. Personal Information – Sensitive information consists of personal information including, but not limited to:

3.1.1.1. Credit Card Information, including any of the following:

- Credit Card Number (in part or whole)
- Credit Card Expiration Date
- Cardholder Name
- Cardholder Address

3.1.1.2. Tax Identification Numbers, including:

- Social Security Number
- Social Insurance Number
- Business Identification Number
- Employer Identification Numbers

3.1.1.3. Payroll information, including, among other information:

- Paychecks
- Pay Stubs
- Pay Rates

3.1.1.4. Cafeteria Plan Check Requests and Associated Paperwork

3.1.1.5. Medical Information for any Employee or Customers, including, but not limited to:

- Doctor Names and Claims
- Insurance Claims
- Prescriptions
- Any related Personal Medical Information

3.1.1.6. Other Personal Information belonging to Customers, Employees and Contractors, examples of which include:

- Date of Birth
- Address
- Phone Numbers
- Maiden Name
- Names
- Customer Number
- Transcript Information
- Teaching Certificates
- Fingerprint Information
- GED
- KCHRC

3.1.2. Corporate Information – Sensitive corporate information includes, but is not limited to:

3.1.2.1. Company, employee, customer, vendor, supplier confidential, proprietary information or trade secrets.

3.1.2.2. Proprietary and/or confidential information, among other things, includes: business methods, customer utilization information, retention information, sales information, marketing and other Company strategy, computer codes, screens, forms, passwords, information about or received from, Company's current, former and prospective customers, sales associates or suppliers or any other non-public information. Proprietary and/or confidential information also includes the name and identity of any customer or vendor and the specifics of any relationship between and among them and the company.

3.1.3. Any document marked "Confidential", "Sensitive", "Proprietary", or any document similarly labeled.

3.1.4. All Kane County Regional Office of Education personnel are encouraged to use common sense judgment in securing the company Confidential information to the proper extent. If an employee is uncertain of the sensitivity of a particular piece of information, he/she should contact the Security Compliance Officer.

3.2. Hard Copy Distribution

Every employee and contractor performing work for the Kane County Regional Office of Education will comply with the following policies:

3.2.1. File cabinets, desk drawers, overhead cabinets, and any other storage space containing documents with sensitive information will be locked when not in use.

3.2.2. Storage rooms containing documents with sensitive information and record retention areas will be locked at the end of each workday.

3.2.3. Desks, workstations, work areas, printers and fax machines, and common shared work areas will be cleared of all documents containing sensitive information when not in use.

3.2.4. Whiteboards, dry-erase boards, writing tablets, etc. in common shared work areas will be erased, removed or shredded when not in use.

3.2.5. When documents containing sensitive information are discarded they will be immediately shredded using a mechanical cross cut or Regional Office of Education approved shredding device. If you need any assistance in locating a shredder, please contact a supervisor/manager.

3.3 Electronic Distribution

Every employee and contractor performing work of the Kane County Regional Office of Education will comply with the following policies:

3.3.1 Internally, sensitive information may be transmitted using approved company email. All sensitive information must be encrypted when stored in an electronic format.

3.3.2. Any sensitive information sent external must be encrypted and password protected and only to approved recipients. Additionally, a statement such as this should be included in the email. "This message including any attachments may contain confidential and/or proprietary information, and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited."

4. ROLES AND RESPONSIBILITIES

Management will have the responsibility to enforce this policy and ensure that it is followed by employees and contractors.

It is every employees responsibility to adhere to this policy without exception. Any violations or situations which any reasonable person may believe to be violations, shall be reported immediately to the Security Compliance Officer.

5. DEFINITIONS

Encryption: The translation of data into a secret code. Encryption is the most effective way to achieve data security. To read an encrypted file, you must have access to a secret key or password that enables you to decrypt it. Unencrypted data is called plain text.

Hard Copy: A printout of data stored in a computer. It is considered *hard* because it exists physically on paper, whereas a *soft* copy exists only electronically.

6. ENFORCEMENT

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

OPEN DOOR POLICY

The Regional Superintendent encourages open communication between employees and the Regional Superintendent. If a situation or problem arises during an employee's service with the Regional Superintendent's Office, the employee should first present the situation or problem to his or her immediate supervisor, whenever appropriate. If the situation or problem is not resolved following presentation to the immediate supervisor, the employee may present it to Associate Superintendent. If the situation or problem is still not resolved, the employee may present it to the Regional Superintendent. If a situation or problem involves the Supervisor, Managers, Assistant Superintendent or Associate Superintendent, the employee's supervisor may present the situation or problem directly to the Regional Superintendent. Any decision or opinion expressed by the Regional Superintendent through the utilization of this policy is final.

STATEMENTS REGARDING ACCIDENTS/LITIGATION

Unless mandated by law, no employee shall give any written, verbal or signed statement at any time regarding:

A. Any accident that involves a ROE Office employee or the County or any of its agents, or property which is owned, controlled or maintained by the County.

In the event that any employee is involved in a motor vehicle accident while performing duties as an employee of the ROE, the employee may furnish such information as his/her name, address and the registration number of the vehicle, and may exhibit his/her driver's license, registration, and proof of insurance upon request to any other person involved in the accident. In addition, such employee shall within seven (7) days of such accident consult with the Associate Superintendent for the purpose of complying with any further reporting requirements as required by law.

B. Any treatment of any student under the supervision or control of any ROE employee, County official or County employee, including the Sheriff or a Deputy Sheriff.

C. Any incident directly or indirectly associated with pending or threatened litigation, to any person except with the knowledge or consent of the Associate Superintendent.

Any statements by any manager must comply with Illinois School Code. Each Manager is obligated to adhere to same. Any employee having any questions regarding the application of this policy, should discuss the matter with his or her Associate Superintendent or Regional Superintendent. Any violation of this policy will be cause for disciplinary action, up to and including discharge.

NOTICE OF INVESTIGATION OR LEGAL PROCEEDING

In order to identify any possible conflict of interest or an appearance of impropriety, employees of the Regional Superintendent shall notify the Associate Superintendent within 48 hours if the employee or a member of the employee's family or household is being subjected to investigation, arrested, charged, convicted of any unlawful conduct, or named as a party in a civil suit in which the Regional Superintendent is involved. The term "family" is defined as set forth in the policy on Funeral and Bereavement Leave

SUBSTANCE USE & ABUSE POLICY

It is the Regional Superintendent's policy to provide a work environment that is safe for all employees and conducive to attaining and maintaining high professional standards, including complying with all laws regarding illegal drugs and alcohol. In addition, use of illegal drugs and the abuse of legal drugs and alcohol violates the public's reasonable expectations that the employees of the ROE, who has the duty of supervising schools in this County, will comply with these very same laws. Further, employees must be free from the adverse side effects of drug and alcohol abuse in order to attain and maintain the Office's high professional standards.

As part of this policy, no illegal drugs or alcohol are allowed in the Regional Superintendent's Office and all employees are expected and required to report to work on time and in appropriate mental and physical condition to perform their duties. Further, employees who report to work under the influence of illegal drugs and/or alcohol, use, sell, manufacture, possess, transfer or distribute illegal drugs, abuse legal drugs or alcohol, test positive on a drug test, or refuse to take a drug test sponsored by the Regional Superintendent's Office, will be subject to disciplinary action, up to and including discharge. Any illegal substance will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. Illegal drugs include all drugs not prescribed by a licensed physician for use by the person possessing them. Where there is reasonable suspicion to believe that an employee is involved in drug or alcohol abuse, that employee may be required to submit to drug and/or alcohol testing. These tests may be required for all employees on a random periodic basis. Refusal to cooperate with the testing program will be cause for disciplinary action up to and including discharge.

With respect to prescription and over the counter drugs, employees should discuss with their doctors the possibility that the medication they are taking may affect their ability to work safely. A doctor may prefer to prescribe a substitute medicine that does not cause drowsiness, impaired judgment, or otherwise impact job performance. If no suitable alternative exists, the employee should bring in a note from the doctor restricting the employee to work non-safety sensitive work during the time the employee will be taking the medication.

Employees whose condition endangers the safety of themselves or others, puts property at risk, impugns the integrity of the ROE Office or exposes the Office to potential liability, or otherwise renders them unfit to perform the essential functions of their jobs are not permitted to continue working or to remain in the workplace. If the reason for an impairment is a disability, the Office will honor any legal obligation it may have to make a reasonable accommodation upon request, but safety comes first.

Administration of Tests

A. A urine drug test will be used to test for the following drugs, though the Regional Superintendent reserves the right to require a blood test:

1. Marijuana;
2. Cocaine;
3. Phencyclidine (PCP);
4. Opiates (such as codeine, morphine, or heroin); and
5. Amphetamines.

B. Breathalyzer will be used to test for alcohol, though the Regional Superintendent reserves the right to require a blood or urine test.

C. The Regional Superintendent will conduct testing as follows:

1. Where there is reasonable suspicion to believe that an employee is involved in drug or alcohol abuse. Circumstances which constitute a basis for determiningreasonable suspicion include, but are not limited to:

   a. Pattern of abnormal work habits or erratic behavior, such as excessive tardiness, unreasonable absences, or a change in work performance;
   b. Direct observation of the use or possession of drugs or alcohol or information provided by a credible source which can be independently corroborated.
   c. Presence of the physical symptoms of drug or alcohol abuse, including, but not limited to, slurred speech, dilated pupils, alcohol on breath, loss of balance and/or lethargy.

2. When an employee is involved in a workplace injury or accident where there is reasonable suspicion of drug/alcohol abuse.

3. Periodic random testing for all employees.

D. **How testing will be conducted.** Before a drug or alcohol test is administered, employees will be asked to sign a consent form authorizing the test and permitting the release of the test results to officials in the ROE Office who have a need to know. The following collection procedure is intended to prevent adulteration or substitution of urine samples, while protecting privacy as much as possible.

1. Individuals sent for testing will be required to present photo identification.

2. Outer garments and personal belongings shall be left outside the restroom or other collection room.

3. Person being tested will wash his or her hands before the test and will not have access to water or any other materials that could be used to dilute, tamper with, or otherwise adulterate a sample.

4. The individual being tested will be allowed to enter a private room to provide the sample.

5. If a previous urine sample has been found to be adulterated or is not of a temperature of at least 90° Fahrenheit, someone of the same gender may observe the providing of a second sample and forward both samples for testing.

6. The tested individual and the collection site person shall both keep the urine sample in view at all times until it is sealed by placing a tamper proof seal over the cap and down the sides and labeled with the date and the individual's identification number and initialed by the individual who provided the sample.

7. The tested individual shall read and sign a statement certifying that the sample identified as collected from him or her is, in fact, the sample he or she provided.

E. **Chain of Custody**. Urine samples will be identified by a number assigned to the employee/applicant. Anyone handling the sample must follow proper chain of custody procedures. A sufficient sample will be collected to allow for a confirmatory test and a sufficient amount to be reserved for later testing if requested by the employee.

F. **Initial Positive Test Results** Urine samples that test positive during the initial drug screening will be retested using a gas chromatography/mass spectrometry (GC/MS) test, or a similarly reliable test. The second test will use a portion of the same test sample the employee provided for use in the first test. The testing facility will contact an employee to obtain additional information regarding the possible connection between a positive test result and any medications he or she may be taking.

G. **Refusal to Consent to Testing**. Any employee who refuses to consent to a drug or alcohol test is subject to disciplinary action, up to and including termination.

H. **Consequences.** Upon receipt of written confirmation of a positive breathalyzer test or drug test result from a laboratory, the Regional Superintendent or a duly designated representative will meet with the employee to discuss what disciplinary action will be taken, up to and including termination of employment.

I. **Challenging Test Results.** Employees who test positive will have an opportunity to examine the records of the test and seven (7) working days to explain or rebut the laboratory finding.

J. **Confidentiality.** Results of tests will be disclosed only to the employee or job applicant; to those within the Regional Superintendent's office with a need to know; and/or during a hearing or lawsuit to which the test findings are relevant, including hearings for unemployment, workers' compensation, grievances brought by or on behalf of an employee, or other matters.

Any violation of this policy will be cause for disciplinary action, up to and including discharge.

Employees may voluntarily request assistance in dealing with a personal drug or alcohol problem through Kane County's confidential Employee Assistance Program. Employees are encouraged to seek assistance by calling an outside "Hotline" number which is (847) 742-4033. Contact the Kane County Human Resources Department for further information. If circumstances warrant, an employee may be granted a leave of absence in accordance with the Office's policy on leaves of absence.

SMOKING POLICY

Smoking is prohibited in all offices and areas controlled and maintained by the ROE Office.

PROFESSIONAL AND PERSONAL APPEARANCE

Employees will not display material that is not consistent with a professional office. In order to avoid any appearance of impropriety, it shall be the responsibility of the employee to disclose to the Regional Superintendent or Associate Superintendent, the existence of any "romantic", dating, or personal relationship, including friendship, with any employee of the ROE, school district under any jurisdiction or other county department. While there may be a variety of meanings given to the term "romantic," it is anticipated that the employee will appreciate the meaning of the term and will act in a manner consistent with this policy.

The ROE provides professional services to the public, and it is important that personal attire reflect this professionalism. All employees are expected to dress in a manner appropriate to the job they perform, and in consideration of the fact that many are in highly public positions. Reasonable accommodations will be made for employees' religious beliefs whenever possible, consistent with the necessity to present a professional appearance to the public. An employee whose appearance does not meet these standards will be counseled by their supervisor or Associate Superintendent. The Regional Superintendent will have the final authority on appropriate attire and grooming at work.

Any violation of this policy will be cause for appropriate disciplinary action, up to and including discharge.

WORKPLACE SEARCHES

Employees have no expectation of privacy in their work stations and the Regional Superintendent, Associate Superintendent and supervisors reserve the right to search, inspect or examine, at any time, an employee's work station or office, including desks, file cabinets, files, computers and all forms of electronic storage.

POLITICAL ACTIVITY

The Regional Superintendent prohibits any employee from engaging in political activities in the Office or while on duty. Further, employees are prohibited from engaging in any political activity that suggests an association with the Office, including, but not limited to, using ROE stationery, office equipment, supplies or postage, issuing public statements or suggesting the endorsement of the Regional Superintendent.

BADGES, IDENTIFICATION CARDS, ENTRY CARDS AND EQUIPMENT

All employees are issued identification badges, keys and in some instances certain equipment, such as cellular phones and/or pagers, laptop computers, palm pilots. Please remember to keep these items on you at all times while at work. A replacement cost may be charged if an identification badge, key, or equipment is lost. Your identification badge, key or equipment must be turned in on separation of employment. Improper display or use of a identification badge, keys or equipment may result in disciplinary action, up to and including immediate termination.

TRAVEL AND EXPENSE REIMBURSEMENT

All expenditures must be approved in advance by the employee's supervisor or the Associate Superintendent. If an employee is required to travel from one location to another in the performance of his or her work-related duties, the employee may use his or her personal automobile and may receive appropriate mileage reimbursement for such use. Reimbursement is calculated based on the IRS mileage rate.

Reimbursement for expenses for other forms of transportation, lodging and meals will be made in accordance with Section 2-72 of the Kane County Code.

In order to receive reimbursement, the employee must submit a "Personal Expense Voucher" to his or her supervisor for written approval. Receipts must be attached to all vouchers in order for any expense to be eligible for reimbursement. Any employee with questions regarding whether an expense is subject to reimbursement should see the Finance Director prior to incurring such expense.

If an employee uses his or her personal automobile for Office business, the employee must have a valid Illinois driver's license and automobile liability insurance policy in force, and in accordance with the Illinois Vehicle Code on any such day the employee is operating his or her personal vehicle. Further, the employee must have a valid Illinois driver's license on any day the employee operates a vehicle owned by the County of Kane.

AUTOMOBILE & TRAFFIC RULES COMPLIANCE

Employees are required to obey all rules of the road including, but not limited to, speed limits, wearing of seatbelts, and maintaining a valid automobile liability insurance policy in accordance with the Illinois Vehicle Code.

DISCIPLINE

An employee who violates the policies, procedures and rules set forth in this Handbook or engages in conduct deemed unbecoming or that otherwise impugns the integrity of the Regional Superintendent, the ROE or the education profession, will be subject to disciplinary action. The discipline imposed may range from a verbal warning to suspension, with or without pay, or immediate discharge, depending on the circumstances.

Discipline imposed by the Manager, Supervisor or Associate Superintendent may be appealed to the Associate Regional Superintendent or to the Regional Superintendent when deemed appropriate. The Regional Superintendent reserves the right to overrule any discipline imposed by the Managers, Supervisors or Associate Superintendent. The Regional Superintendent's determination as to discipline is final.

Any appeal under this section must be taken within three (3) working days following the imposition of the discipline.

SECONDARY EMPLOYMENT/OUTSIDE ACTIVITIES

The Regional Superintendent respects an employee's right to undertake secondary employment on a part-time basis or engage in outside activities so long as doing so does not conflict or interfere with the employee's ability to perform his or her assigned responsibilities or his or her commitment to the ROE. An employee who wishes to accept secondary employment, must provide to the Regional Superintendent, in writing, details of the nature of such secondary employment and obtain the consent of the Regional Superintendent before beginning such secondary employment.

Engaging in outside activities or secondary employment that, in the sole opinion of the Regional Superintendent, negatively affects job performance, results in a real impropriety or the appearance of impropriety, places the ROE in disrepute or subjects the ROE to public disfavor or disadvantage, will not be permitted. Examples of secondary employment that would violate this policy include, but are not limited to, employment in a position that involves the sale or service of alcohol and/or tobacco.

SOLICITING

Employees are prohibited from selling products or services or soliciting business on office time.

KANE COUNTY PERSONNEL POLICY HANDBOOK

The Regional Superintendent hereby incorporates only the following policies, procedures, practices and benefit programs as set forth in the Kane County Personnel Policy Handbook and hereby explicitly rejects any and all sections of the Kane County Personnel Policy Handbook not specifically listed below:

- IMRF
- Insurance Benefits
- Health Care Coverage for Retirees
- U.S. Savings Bonds
- Deferred Compensation
- Credit Union
- Workers' Compensation
- Blood Assurance Program
- Recreational Events
- Auto Insurance
- Safety

The Regional Superintendent and Kane County reserve the right to amend, modify, supersede or terminate any or all of the plans, policies or benefits described in the Kane County Regional Superintendent Employee Handbook and the Kane County Personnel Policy Handbook at their sole discretion and at any time, with or without notice. Additional information, including summary plan descriptions that explain coverage of benefit programs in greater detail, are available from the Kane County Human Resources Department. In the event of any conflict between the actual plan documents and the benefits described in this Handbook and the Kane County Personnel Policy Handbook, the actual plan documents and/or applicable statutes are the final authorities in all matters and will govern accordingly.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT AND RECEIPT

I, the undersigned, hereby acknowledge receipt of the Kane County ROE Employee Handbook and state that I have read it and agree to abide by this Handbook and any other policies, procedures, rules, practices or guidelines issued by the Kane County ROE. *I understand that this Handbook is provided to employees as a guide and no other policy, procedure, rule, practice, statement or benefit program of the Regional Superintendent is intended or should be construed as a binding contract.* The policies, procedures and practices outlined in this Handbook, as well as any other policy, procedure, practice or guideline of the ROE that may be issued from time to time, is subject to change as this Office deems appropriate. Any changes may modify, supersede, or eliminate the policies currently described.

I further agree that neither this document nor any other communication shall bind the Kane County Regional Superintendent to employ me now or hereafter, and that my employment may be terminated by me or the Kane County Regional Superintendent without notice at any time and for any or no reason. I understand that no representative of the Kane County ROE, other than the Regional Superintendent, or any representative of the County of Kane, has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action, or to assure any benefits or terms or conditions of employment, or make any agreement contrary to the foregoing.

The Regional Superintendent incorporates only the following policies, procedures, practices and benefit programs as set forth in the Kane County Personnel Policy Handbook and explicitly rejects any and all sections of the Kane County Personnel Policy Handbook not specifically listed below:

IMRF	U.S. Savings Bonds	Blood Assurance Program
Insurance Benefits	Deferred Compensation	Recreational Events
Health Care Coverage	Credit Union	Auto Insurance
for Retirees	Safety	Workers' Compensation

Employee's Signature:_____ SSN:_____
Employee's Name:_____ Date:_____
Please Print

Please read, sign and return this acknowledgement page to the Director of Finance of the Kane County ROE and retain a copy with your copy of this Handbook.

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