

Educational Support Personnel

Employment Termination and Suspensions

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

The District may terminate an at-will employee at any time for any reason subject to State and federal law.

Reduction in Force and Recall

Please refer to the current following collective bargaining agreements:

“Collective Bargaining Agreement between Peoria Federation of Support Staff -- Paraprofessional and School Related Personnel/IFT/AFT/AFL-CIO and Board of Education of Peoria District #150”

“Collective Bargaining Agreement between Peoria Federation of Support Staff -- Clerical/IFT-AFT/AFL-CIO and Board of Education of Peoria District #150”

“Collective Bargaining Agreement between American Federation of State, County and Municipal Employees, AFL-CIO on behalf of Local 3716 Peoria District #150 Transportation Department Employees and Board of Education of Peoria District #150”

“Collective Bargaining Agreement between Coordinating Council for Maintenance and Operations Employees and Board of Education of Peoria District #150”

“Collective Bargaining Agreement between Peoria Federation of Support Staff - Cafeteria/IFT-AFT/AFL-CIO and Board of Education of Peoria District #150”

“Collective Bargaining Agreement between Peoria Federation of Support Staff -- Security/Police/Benevolent and Protective Association, Unit No. 114 and Board of Education of Peoria District #150”

For employees not covered by these agreements:

The Board of Education shall use a seniority list to determine the order of dismissal if it reduces educational support personnel or discontinues some type of educational support service. The seniority list, categorized by positions, shall show the length of continuing service of each full-time educational support employee. The employee with the shorter length of continuing service within the respective category of position shall be dismissed first.

Written notice will be given the employee by certified mail, return receipt requested, at least 30 days before the employee is removed or dismissed, together with a statement of honorable dismissal and the reason therefor.

Any vacancies for the following school term or within one calendar year from the beginning of the following school term, shall be offered to the employees so removed or dismissed from that category of position provided they are qualified to hold such positions.

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a

reduction in force shall receive his or her final paycheck on or before the third business day following the last day of employment.

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct, or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay (1) when the employee is exempt from the overtime provisions of the federal wage and hour laws, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees.

Discipline

Please refer to the current following collective bargaining agreements:

“Collective Bargaining Agreement between Peoria Federation of Support Staff -- Paraprofessional and School Related Personnel/IFT/AFT/AFL-CIO and Board of Education of Peoria District #150”.

“Collective Bargaining Agreement between Home Facilitators and Board of Education of Peoria District #150”

“Collective Bargaining Agreement between Peoria Federation of Support Staff -- Clerical/IFT-AFT/AFL-CIO and Board of Education of Peoria District #150”

“Collective Bargaining Agreement between American Federation of State, County and Municipal Employees, AFL-CIO on behalf of Local 3716 Peoria District #150 Transportation Department Employees and Board of Education of Peoria District #150”

“Collective Bargaining Agreement between Peoria Federation of Support Staff - Cafeteria/IFT-AFT/AFL-CIO and Board of Education of Peoria District #150”

“Collective Bargaining Agreement between Peoria Federation of Support Staff -- Security/Policeman’s Benevolent and Protective Association, Unit No. 114 and Board of Education of Peoria District #150”

Early Retirement Incentive

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LEGAL REF.: 105 ILCS 5/10-23.5 and 5/10-22.34.

CROSS REF.: 5:240 (Suspension)

ADOPTED: July 18, 2005