

**2022-2023**



**ALEXANDER GRAHAM BELL  
MONTESSORI SCHOOL  
AEHI**

**PERSONNEL POLICY HANDBOOK**

Updated May 2023  
Board Approved

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## **W**elcome!

*I would like to personally welcome you and to extend my greetings and best wishes to you in your employment at AGBMS-AEHI.*

I think you will find the AGBMS-AEHI team is a unique group of individuals. We believe that work should be more than just a way to make a living; rather, we think that our role as educators should also lead to our personal growth and fulfillment. Part of your responsibility will be to let me know if we are falling short of that goal. We all strive for the highest quality education for the children we serve, so we know we can always make improvements.

To be effective, any organization must have certain rules and procedures to ensure its continuity. At AGBMS-AEHI, we try to keep bureaucracy to a minimum and to encourage independent action and autonomy. However, certain standards apply to every individual at the School.

I want you to know about your opportunities, benefits, and responsibilities as an employee of the school, and have prepared this handbook to explain our personnel policies, practices and procedures for that reason. It also describes the benefits we currently offer to eligible employees.

This handbook is intended as a guide to familiarize you with the overall benefits, policies, and procedures of the school, and I encourage you to read it carefully. Since these benefits, practices and policies may be changed, added to, or deleted from time to time, with or without prior notice, it provides only a general description, and current practice will prevail. **The handbook should not be regarded as a contract of employment or a promise to provide specific benefits and/or terms and conditions of employment for any period of time.** Please present any questions which you may have at any time about your employment to me or to your supervisor.

I am very pleased to welcome you and trust that your employment with AGBMS-AEHI will result in a mutually beneficial and satisfying relationship.

Debra Trude-Suter, Ph.D.  
CEO, Executive Director  
AGBMS-AEHI

## **ABOUT ALEXANDER GRAHAM BELL MONTESSORI SCHOOL**

### **About Our Name**

Alexander Graham Bell and his wife, Mabel Hubbard Bell (who was deaf), invited Dr. Montessori to America to help them establish Montessori Education in America. The Bells started one of the first Montessori schools in the parlor of their home. Mabel Bell was one of the teachers.

Alexander Graham Bell is known to have invented the first telephone; but he also was a teacher of the deaf. His father worked with deaf children and taught them to speak. This was unheard of in that day. Many of his scientific experiments were driven by his desire to see deaf children speak.

With all this information, our school was named after Alexander Graham Bell because of his desire to have a better education for all students in America and because of his desire to have better opportunities for deaf children. This was also the desire of the founders of our school.

### **Vision Statement**

We will be a thriving Montessori school, delivering exemplary outcomes for children who are hearing or deaf, from infancy through middle school.

### **Mission Statement**

Following the original vision of Dr. Maria Montessori ~

AGBMS-AEHI delivers exemplary outcomes for children who are hearing or deaf. All who enter our doors are treated with dignity and respect. Grace and courtesy are the cornerstones of our work. All who enter our doors are treated with dignity and respect and in turn learn to care for themselves, care for others, and care for their environment.

### **Values Statement**

AGBMS-AEHI inspires lifelong learning and encourages creativity within an innovative environment that is rooted in the Montessori philosophy and accessible to all children.

### **History**

AEHI, and its cornerstone program, the Alexander Graham Bell Montessori School was founded in 1986 by a group of dedicated parents and educators whose goal was to build a school where deaf and hearing children together could experience the very best Montessori education. This specialized school offers an individualized learning experience and an enriched curriculum including fine arts.

AGBMS-AEHI is a not-for-profit corporation, incorporated under the laws of the State of Illinois on April 18, 2005. Prior to that time, AGBMS-AEHI had been operated as a demonstration program of Alternatives in Education for Hard of Hearing and Deaf Individuals (AEHI).

This school is a model Montessori program, serving as an official observation site for Montessori training programs. Alexander Graham Bell Montessori School (AGBMS-AEHI) has been an official observation site as well as research partner for major educational institutions such as Northwestern University, National Louis University, Northern Illinois University and Loyola University. Additionally, AGBMS has been approved by the Illinois State Board of Education to offer our newly formed AGBMS Montessori Teacher Training Institute.

Teachers are certified by the Illinois State Board of Education and the American Montessori Society. The school serves as an official practicum and observation site for Northwestern University, Northern Illinois University, National Louis University, and Illinois State University. It is also affiliated with and designated as a model by the American Montessori Society. AGBMS-AEHI is approved by the Illinois State Board of Education.

We continue to provide observation, field experience, and student teaching opportunities for students who are pursuing their teacher of the deaf certification.

AGBMS-AEHI was “spun off” from AEHI in 2005 in order to allow it to be governed by its own Board of Directors, who would be committed to sustaining and growing the school, independent of the other goals and programs of AEHI. The Administrator of the school oversees the teaching staff, enrollment, parent relations, and maintains the implementation of Montessori methodology and curriculum. The Parent Association helps to build and encourage a united, supportive parent community that reflects the diversity of our student community and to provide a network of communication support between AGBMS-AEHI-AEHI parents, guardians, school faculty and administration. Together, we are committed to supporting AGBMS-AEHI-AEHI philosophy of educating students with historical, scientific, artistic, and global perspective, enabling our children to think and act with integrity.

The student population of the school is comprised of up to twenty-five percent deaf or hard of hearing children and seventy-five percent hearing students. The children who are deaf or hard of hearing are included in the general education program and curriculum. The staff includes teachers of the deaf, listening and spoken language specialists, and speech pathologists, who work with children who are deaf or hard of hearing in cooperation with the Montessori staff.

AGBMS-AEHI is strengthened through its original partnership with AEHI. Other AEHI programs include Cued Speech workshops for parents and teachers; training and supervision of Cued Speech transliterators who act as interpreters for Cued Speech users in mainstream situations; educational programs for audiologists, speech pathologists and pediatricians; and presentations at professional conventions.

### **Special Considerations for Working with Children Who Are Deaf and Hard of Hearing**

It is the nature and mission of Alexander Graham Bell Montessori School to provide a mainstream program including children who are deaf or hard of hearing using Cued Speech to facilitate communication. Therefore, certain special accommodations, practices, considerations, and qualifications are expected of staff.

### **Basic Accommodations for Children Who are Deaf or Hard of Hearing**

Staff members should work with the special services staff and experienced teachers to learn all they can about methods for instilling language in children with hearing impairments. The staff should strive toward building their language skills not to the barest level required for communication, but to the complex and expressive level of their hearing peers. Direct teaching with these children should include such techniques as repetition, restating and vocabulary building. The special services staff should provide one in-service each year for the regular teaching and assistant staff regarding these methods.

Staff members should observe certain other basic accommodations, such as speaking directly to the child and keeping lips visible, using correct grammar, teaching in a well-lighted room, keeping classroom noise to a minimum, and being alert to the child’s needs for additional explanation.

### **Cued Speech**

All staff members who work directly with children are expected to become proficient in the use of Cued Speech. Workshops are offered free of charge (unpaid time) to employees. The Teacher of the Deaf and Hard of Hearing or another staff member or volunteer qualified to provide training, will provide additional assistance. Every employee is expected to attend at least one workshop each year to brush up his or her skills. By the end of the first year of employment every direct service employee is expected to be proficient and take the proficiency test when offered.

When in the presence of a child who is deaf or hard of hearing, whether talking directly to the child or not, staff members should **always cue everything they say**. If for any reason the teacher or a visitor is unable to cue for his or herself, another staff member should transliterate. In group discussion, the conversation of the hearing children should be transliterated for the benefit of the children who are hearing impaired. The goal is to provide the child who is hearing impaired with the same access to language and conversation as hearing children. All teaching and

professional staff should be able to discuss the mechanics and rationale of Cued Speech.

### **Special Services**

The program employs a Teacher of the Deaf and Hard of Hearing, Listening and Spoken Language Specialist, and a Speech-Language Pathologist. Each child who is deaf or hard of hearing has an Individual Education Plan (IEP) developed by his or her teachers, parents, and school district. This IEP requires that a certain number of minutes be spent with these specialists each week. This time may be in the classroom or removed from the classroom, in groups or individually as stipulated by the IEP. The special services staff will make every effort to schedule their time with the children when it is least likely to disrupt a presentation or special activity. Teachers and the special services staff are expected to work collaboratively to help the child achieve mutual goals. Classroom teachers may be asked to participate in the IEP planning process.

The IEP records will be maintained by the Director of Deaf Services and are subject to the same privacy and security restrictions as other student records.

This is a demonstration school. Staff members are to expect frequent visitors and observers and be welcoming and willing to explain the program.

### **Our Values**

All aspects of our work reflect collaboration and leadership in an environment of diversity and innovation. We define the key components of our value statement as follows:

**Collaboration:** Working together in a reflective process to share information and exchange ideas. A partnership that is aimed at achieving something greater than one individual could accomplish.

**Leadership:** Guiding and motivating staff to create and implement a strategic vision that directs our work.

**Diversity:** Respecting and celebrating the differences in others. Diverse ideas, culture and world views enrich the work and improve the quality of the decision-making process.

**Innovation:** Viewing and managing available resources in different and creative ways to improve our work and guide our work with the children and families we serve.

### **Reflective Practices**

The organizing principle of all work at AGBMS-AEHI is that of "Reflective Practices in a Relationship Based Approach." In Reflective Practices, all parties must take time to step back and think about the feelings, thoughts and perceptions of oneself and the people with whom they interact in every type of work structure. This includes the relationships between staff and families participating in AGBMS-AEHI programs, between staff members, between employees and supervisor, and between staff and AGBMS-AEHI partners.

A "Relationship-Based" approach assumes that both adults and children learn and grow within the context of their relationships with others and acknowledges that internal and external forces influence those relationships. The interaction is always approached within the context of a "reflective relationship." Respect and trust are foundations of this approach. Staff must be approachable and accessible and possess empathy and understanding for families they work with as well as their colleagues. Within a reflective based relationship, the thoughts, opinions and feelings of all parties are valued. Self-knowledge and sensitivity are crucial. Since conflict is a natural part of a relationship, our approach allows us to appropriately mediate conflict that may develop in our work with families, as well as in the staffs work with each other. A major part of the Reflective Practices is Reflective Supervision. The Reflective Practices model of supervision supports the professional growth and development of staff and also furthers the attainment of program/division goals.

### **Reflective Supervision**

Reflective Supervision builds on strong working relationships marked by clear expectations and mutual feedback about the challenges and opportunities presented in our day-to-day work. It will promote continuous learning, problem-solving, and professional growth. It includes a reflective process that enables staff and supervisors to form and maintain a quality working relationship. Reflective supervision will help staff learn how to be their professional best in order to provide the finest possible services to staff, children and families.

Reflective supervision is the establishment of a collaborative working relationship between employees and their supervisor. This is grounded in the ability to identify, focus and problem solve on an issue of concern and the attainment of program and organizational goals. Reflective supervision is intense and time-consuming, but it is necessary to the development of expert staff and the establishment and maintenance of quality work. Reflective supervision is a process, a mechanism, and a context for teaching, problem solving, and helping staff to make inward and outward changes in themselves and in their work. AGBMS-AEHI views supervision as a relationship for learning in which the responsibility of management and all supervisors is to build a program in which staff can continually grow and learn. Reflective supervision has three primary parts:

- **Reflection** allows for time to slow down and analyze the observations and activities staff have with families participating in AGBMS-AEHI programs and with each other.
- **Collaboration** means that there will be mutual respect and sharing between the supervisors and staff. Collaborative supervisory relationships involve shared responsibilities, clear and mutual expectations, and open communication between staff and supervisors. The key for collaboration is to listen.
- **Regularity** means that the supervisors must be available, formally and informally, to meet with staff. This dictates a small staff to supervisor ratio. Regularity also ensures the time to establish trust in the relationship itself.

Within this reflective supervision system each supervisor will support their staff by helping the staff identify their strengths and skills as well as those aspects of their work that need further growth and refinement. The overall goals of this reflective supervisory experience are to deepen and broaden the knowledge of the staff and to create a safe environment for staff to reflect on the full range of reactions and experiences they have had in their work with families, other employees, or partners.

The staff will have regular supervisory meetings with their supervisor to achieve these objectives. During the supervisory meetings, goals/objectives will be established and two-way communication on the progress or the obstacles of obtaining the goals/objectives will be discussed. Job performance will be based upon these established goals and the responsibilities in the job description. These meetings are the foundation for the formal performance evaluation.



## The Curriculum

### ***The Montessori curriculum is organized into the following key areas:***

- Practical Life - lays the foundation for all other work to be done in the classroom.
- Sensorial - this aspect of the curriculum is the starting point for intellectual growth.
- Math - Introducing math at an early age lays the foundation for later cognitive development.
- Language - Activities across the curriculum foster vocabulary development, communication skills, writing, and reading readiness.
- Reading - Reading is an integral part of the academic program at AGBMS-AEHI.
- Cultural - this portion of our curriculum provides a sound introduction to botany, zoology, chemistry, physics, geology, history, geography, and astronomy.

### ***A low student/teacher ratio:***

- Generally, we have one adult for approximately every 15 students.
- U.S. average for public elementary schools is one teacher for every 18 students.
- U.S. average for private elementary schools is one teacher for every 16 students.

### ***A flexible program to accommodate individual differences:***

- We have flexible grade levels within developmental ranges (ages 3-6, 6-9, 9-12, 12-15).
- Our curriculum expands in response to your child's needs in each developmental stage.
- Each elementary child consults with the teacher to negotiate a unique path through the curriculum.
- Each elementary child participates in creating significant parts of his/her own goals.

### ***Motivated students develop their own interests:***

- Our classrooms are planned in advance to support and promote independent, student-initiated project work.
- Children acquire knowledge by working with hands-on projects.
- Children answer their own questions through discovery.
- Each child engages in individual and paired research projects beginning in first grade. This enhances the child's motivation to work with and go beyond the hands-on materials.

### ***An environment that promotes self-development:***

- We emphasize one-to-one relationships between each child and the teacher.
- Communication is based on mutual understanding. Children are guided to treat each other with respect.
- There is a daily balance of individual project work, small group cooperative work, small group lessons, and large group lessons.
- Social interaction is promoted in the classroom within the context of the children's normal academic time.

### ***A program that builds self-confidence***

- Each child works as long as needed during extended periods of uninterrupted time. The teacher is present to work as a consultant and facilitator.
- The children work on projects and use the teacher as a consultant to help them reach their goals.
- The children reinforce their knowledge by working repeatedly on logically connected projects to satisfy their curiosity and build their own sense of competence.
- The child's rhythm of work is accepted and encouraged.
- Self-esteem rises from the child's authentic pride in their own accomplishments.
- Young children discover mistakes through feedback given by the project materials rather than by the teacher. Older children are given the opportunity to identify and correct their own mistakes.
- Instead of judging and correcting, the teacher advises the use of different complimentary project materials.

## **ADMINISTRATIVE POLICIES**

## **At Will Employment**

AGBMS-AEHI hopes that your employment will be mutually beneficial. The school recognizes, however, that needs and circumstances do change. Accordingly, either you or AGBMS-AEHI can terminate your employment at any time and for any reason. As a courtesy, AGBMS-AEHI requests that you give AGBMS-AEHI four weeks' notice before you leave. AGBMS-AEHI likewise will attempt to give you four weeks' notice whenever possible. If you are terminated for a violation of an employment rule, however, you may be asked to leave immediately.

AGBMS-AEHI has developed procedures that it expects our supervisors to follow when exercising their right to change employment conditions or to discipline or terminate employees. If your employment should be adversely affected or terminated under circumstances, which you consider unfair, you may ask for a review of the matter in accordance with our procedures. These procedures, however, as previously explained, are not an employment contract.

Aside from the employment-at-will relationship explained in this section, no one has the authority to make any verbal statements of any kind at any time, which is legally binding on AGBMS-AEHI.

## **Bulletin Boards**

Bulletin boards maintained by AGBMS-AEHI are to be used only for posting or distributing material of notices containing matters directly concerning organization business and announcements of a business nature. All posted material must have authorization from the Executive Director. All employees are expected to check these bulletin boards weekly for new and/or updated information and to follow the rules set forth in all posted notices. Employees are expected to remove materials from the bulletin boards when they are no longer relevant.

## **Child Abuse and Neglect Reporting**

All AGBMS-AEHI employees are required to comply with state laws for reporting child abuse and/or neglect. Employees must report any suspected incidents of abuse and/or neglect to their supervisor immediately and then follow appropriate report guidelines as outlined by AGBMS-AEHI's policy and state law.

In addition to the above, AGBMS-AEHI is required by law to report any child pornography found on the school's computer system to local law enforcement or the National Center for Missing and Exploited Children.

Any questions about the policy or guidelines are to be directed to the employee's Supervisor and the Executive Director.

## **Children at Work**

The organization recognizes that employees with children often face unique problems when demands of the workplace conflict with the demands of childcare. Furthermore, children not enrolled are disruptive to the operations of the workplace and at risk of injury are not allowed in the workplace. Therefore, in the interest of complying with licensing regulations and providing an efficient workplace, AGBMS-AEHI does not permit employees to bring non-enrolled children to work, except on designated days such as "Bring Your Child to Work". On this designated day, the employee is responsible for and must supervise the child at all times.

## **Corrective Action - Employee Discipline**

AGBMS-AEHI's disciplinary process is not progressive. A non-progressive process means that a supervisor may select any form of corrective action that appears most appropriate for the behavior or work performance issue in question. Reflective Supervision never 'stops' when a corrective action discipline is needed--rather it provides an arena of support and accountability that will help both supervisor and supervisee process conflict. The disciplinary process is initiated by the immediate supervisor of the employee in question and is documented on a Corrective Action report.

**Corrective Dialogue:** Corrective Dialogue is the communication during a reflective supervision meeting regarding expectations, policies, and procedures, in order to change behavior as needed. The supervisor follows up the dialogue

with a memo to the employee confirming the reflective supervision dialogue and reiterating the expectations and agreements made during the supervision meeting. The memo is given to the employee and a copy is kept in the employee's file.

**Written Warning:** Written warnings are typically given for recurring infractions or those which pose some degree of risk or harm to the employee, others, or the organization. The immediate supervisor should issue the written warning in a meeting with the employee. The employee will sign and receive a copy of the written Work Improvement Plan and any attached documents (such as corrective dialogue memo) that provides specific details of the reason for the warning during a supervisory meeting. The original copies become part of the employee's personnel file.

**Work Improvement Plan:** Placement on a Work Improvement Plan is typically recommended for employees who are unable to consistently demonstrate the ability to meet defined performance standards. In the plan, each performance deficiency should be clearly identified, along with specific action steps for improvement. The supervisor should complete the **Work Improvement Plan** memo. Both the supervisor and the next level manager sign all Work Improvement Plans prior to issuance. The Work Improvement Plan cannot extend beyond ninety (90) calendar days and is effective as of the date it is presented to the employee in writing. The employee is to receive a copy of the Work Improvement Plan Corrective Action. Progress should be monitored on a weekly basis by the supervisor for the entire duration of the plan. Documentation copies should be kept in the division. The original copies are sent to Executive Director to become part of the employee's personnel file. An employee may be discharged while on a Work Improvement Plan if it is determined that she/he is not making acceptable progress in meeting the specific action steps.

At the end of the Work Improvement Plan, a thorough evaluation should be conducted to determine if performance has improved to a satisfactory level, or if the employee failed to meet required performance standards. Successful completion of a Work Improvement Plan would mean satisfactory performance and the end or extension of the Work Improvement Plan. Not successfully completing the Work Improvement Plan would mean unacceptable performance, which may result in termination of employment.

**Final Warning:** Final warning is typically recommended for recurring infractions or first-time infractions that pose significant risk or harm to the employee, students, others, or the organization. The employee will sign and receive a copy of the written **Work Improvement Plan** that provides specific details of the reason for the final warning during a supervisory meeting. Documentation copies should be kept in the division. The original copies become part of the employee's personnel file.

**Suspension:** Suspension of an employee will be conducted in two circumstances:

- Pending an investigation for a serious charge, such as but not limited to sexual harassment or child abuse claim. The employee will be placed on suspension pending findings from the investigation.
- If a decision has been made to discharge an employee, the employee will be placed on suspension, without pay, pending Executive Director's termination approval.

### **Employee Classifications**

Job classifications in the executive, administrative, or professional structure of the school and which fall within the definition of applicable state and federal law shall be designated exempt employees. As provided for by law, exempt employees shall receive an annual salary representative of payment in full of services rendered inclusive of required or voluntary extra hours worked. Those administrative or professional positions not meeting statutory eligibility for exempt status may also be paid as salaried for reasons of internal consistency but will be classified as non-exempt and thereby eligible for overtime compensation as recited below.

For purposes of payroll accounting, salaried/exempt employees will be calculated on the basis of a flat bi-monthly salary. Salaried /non-exempt employees may be calculated on an hourly rate basis, or on a flat bi-monthly salary.

In either case, non-exempt employees will be compensated for actual hours worked and hourly credits earned such as paid time off and will be eligible for pay at the appropriate rate for hours worked. Non-exempt employees will not be paid for time not worked unless such time off work is based on the use of such other compensatory employment

benefits such as vacation, holiday, or sick leave as described in this handbook.

***The following terms are used to describe employees and their employment status:***

**Exempt Employees** – Employees whose positions meet specific tests established by the Federal Labor Standards Act (FLSA) and Illinois state law. In general, exempt employees are those engaged in executive, managerial, high-level administrative and professional jobs that are paid a fixed salary and perform certain duties. Exempt employees are not subject to the minimum wage and overtime laws.

**Non-Exempt Employees** – Employees whose positions do not meet specific tests established by the FLSA and Illinois state law. All employees who are covered by the federal or state minimum wage and overtime laws are considered non-exempt. Employees working in non-exempt jobs are entitled to be paid at least the minimum wage per hour and premium overtime.

**Safe Harbor:** An exempt employee who believes he or she has been incorrectly classified should submit a question to the Executive Director, who will investigate the question. Should the School discover an error has occurred, the employee's classification will be changed, and an investigation will be launched to determine any back wages due him or her. Future compensation and benefits will be calculated for the employee in his/her new classification.

It should be recognized that overtime or additional work other than that which is regularly scheduled may be requested for non-exempt employees. Overtime will be paid to eligible, non-exempt employees in accordance with applicable state law. All overtime must be authorized prior to its occurrence by one's immediate supervisor. All overtime will be clearly noted on a time sheet and should be initialed by the immediate supervisor. Overtime will be paid based on the employee's hourly rate noted in their contract. Non-exempt employees working more than 40 hours in a given week will receive their hourly rate x 1 ½ for all hours worked in excess of 40 hours for that work week.

**Full-Time** – Employees who are not temporary employees who are regularly scheduled to work 30 or more hours per work week.

**Part-Time** – Employees who are not temporary employees and who are regularly scheduled to work less than 30 hours per work week.

**Temporary Employees** - Temporary employees are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project. Employment assignments in this category are of limited duration and the temporary employee can be let go before the end of the defined period. Short term assignments generally are periods of three (3) months or less, however, such assignments may be extended. All Temporary employees are at-will regardless of the anticipated duration of the assignment (see Employment-at-Will Policy). Temporary employees retain that status unless and until notified in writing of a change.

**Interns** - Interns accepted for career development training do not qualify for employee benefits. Internships will be established for specific periods of time. An intern's association with the organization ends at the expiration of his/her internship. Interns are temporary. Interns are not eligible for any additional compensation or benefits provided by AGBMS-AEHI, unless otherwise required by law.

**Consultants** - From time to time, AGBMS-AEHI will hire independent contractors to perform services for the organization. Persons hired on this basis are not employees and do not qualify for employee benefits. A consultant's association with the organization ends at the expiration date of his/her contract.

**Volunteers** - A volunteer is a person volunteering time and services without any present or future expectation of payment of any kind. This is not an employment relationship and the volunteer is under no obligation to provide time, duties or resources other than what he or she chooses to freely provide. A current list of volunteers must be submitted to the Executive Director on a monthly basis.

**Equal Employment Opportunity**

Equal employment opportunity has been and continues to be both policy and practice at AGBMS-AEHI. Our policy of

equal employment opportunity is to:

- Recruit, hire, train and promote persons in all job classifications without regard to race, color, religion, national origin, gender, genetic predisposition, age, handicap, sexual orientation, disability or any other protected status.
- Base decisions on employment so as to further the principles of equal employment opportunity.
- Ensure that all personnel actions such as compensation, benefits, promotions, transfers, disciplinary actions, layoffs, return from layoffs, and any social or recreational programs, will be administered in accordance with the principles of equal employment opportunity.
- AGBMS-AEHI will not in any way retaliate against an individual who makes a good faith report of discrimination, unfair treatment or harassment nor will AGBMS-AEHI permit any other employee to do so. Retaliation is a serious violation of this policy and the law and should be reported immediately.

It is the responsibility of every director and employee to give this policy full support by leadership and personal example. Discrimination by a director, coordinator, manager or employee will not be tolerated. In addition, it is the duty of every director, coordinator, manager and employee to create a job environment, which is conducive to this policy. Failure to follow this policy will lead to disciplinary action up to and including termination of employment.

The Executive Director has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to a member of the Administrative team.

Any employee who willfully violates this policy will be subject to corrective action, up to and including discharge.

**Policy on Disabilities and Life-Threatening Diseases:** AGBMS-AEHI does not discriminate against a qualified individual with a disability with regard to job application, hiring, advancement, access or need for special equipment, discharge, compensation, training, or other terms, conditions or privileges of employment.

Further, AGBMS-AEHI recognizes that employees with life-threatening illnesses including but not limited to cancer, AIDS, and heart disease, may wish, and be physically able, to work a regular or modified work schedule.

Supervisors are to contact the Executive Director when dealing with situations involving employees with life-threatening illnesses and disabilities. AGBMS-AEHI will make reasonable accommodations to help enable an otherwise qualified employee, with a serious illness or other type of disability, to continue to work consistent with the business needs of the organization. AGBMS-AEHI will allow these employees to work as long as they are able to perform essential job functions, with or without reasonable accommodations, provided medical evidence indicates that their conditions are not a direct threat to themselves or others.

All medical documentation is to be forwarded to the Executive Director. All medical information is to be collected and maintained on separate forms and in separate medical files in the personnel file and be treated as a confidential medical record.

An employee's health condition is private and confidential. An employee with a life-threatening illness is under no obligation to disclose his or her condition to a supervisor or any other employee of the organization. Supervisors are expected to take careful precautions to protect the confidentiality of information regarding any employee's health condition, including an employee with a life-threatening illness.

### **Grievance Procedures**

In any organization, including AGBMS-AEHI, dissatisfactions may arise because an employee does not know, understand, or agree with certain policies and decisions. If this happens, an employee should take the matter up promptly with their immediate supervisor. A frank talk with the supervisor is generally the easiest and most effective way of dealing with the complaint.

This is true because the immediate supervisor is responsible for seeing that the employee is treated justly, fairly, and considerately. The immediate supervisor is generally in the best position to help an employee.

If, however, the immediate supervisor does not resolve the complaint to the employee's satisfaction, then the employee may proceed to the next step by submitting a written statement to the next level of management. For

most employees, who first went to their immediate supervisor, this means going to their Executive Director to whom their supervisor reports. For supervisors, who first went to the Executive Director to whom they report, this means going to the Board to whom their Executive Director reports.

At this step, the next level of management's written response to the employee's complaint will be final and binding. The employee's complaint and management's response will be forwarded to administration to be placed in the employee's file.

AGBMS-AEHI does not want to set time limits in which an employee must raise a complaint or make an appeal. However, it is always good practice to get misunderstandings and mistakes taken care of as soon as possible. It is AGBMS-AEHI's sincere belief that the prompt and effective use of this procedure can help to maintain a harmonious working environment. Accordingly, any problems or complaints an employee may have should be brought up within a matter of days, not weeks; and any appeal should likewise be made within a matter of days, not weeks.

No one may criticize, penalize, or discriminate against an employee in any way for following this procedure. An employee may freely report any attempt at such treatment to the Executive Director.

### **Hiring Requirements**

During the hiring process, candidates may be required to provide documentation of educational accomplishment, professional accreditation and take skills tests relevant to the position. For certain positions, employment may be contingent upon successfully completing all job requirements within reasonable time limitations, such as submit to criminal background checks, establish satisfactory driving record, and pass a physical examination. The fingerprints will be paid for by AGBMS-AEHI. Background checks must be conducted prior to start of employment with AGBMS-AEHI.

### **Immigration Law Policy**

AGBMS-AEHI only employs those who are authorized to work in the United States and does not discriminate against employees or job applicants on the basis of citizenship or national origin. The Immigration Reform and Control Act of 1986, as amended, requires that each new employee complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within three (3) days of their hiring. Former employees who are re-hired must also complete the form if they have not completed an I-9 with AGBMS-AEHI within the past three (3) years, or if their previous I-9 is no longer retained or valid. Current employees may also be required to update Form I-9 from time to time as requested. Provision of the required information and timely completion I-9 forms is a condition of employment at AGBMS-AEHI.

During your employment with us we may contact the Social Security Administration or utilize the E-Verify system to verify your eligibility for employment. Applicants who present fraudulent documents will not be considered for any opening with us. Employees who are found to be using fraudulent documentation for work purposes will be terminated immediately. Please contact the Executive Director if you have any questions.

### **Inclement Weather Closing**

In the event of weather that may affect the operation of a site in which an employee works, the employee should call the main line for notification of any changes in operation. If the work site is closed due to inclement weather, the employee will not be paid for the normally scheduled hours for that day and may use accrued sick/personal or vacation time to be compensated for the absence. If the work site is open and the employee is unable to reach the site due to inclement weather, he/she must notify the supervisor as soon as possible. During continued bad weather, the employee must give notice to the supervisor each day he/she is unable to report to work. When the school is open, employees must use accrued sick/personal days or accrued vacation days for each day absent. Employees without available paid time will be granted an unpaid leave of absence for that day.

### **Internal Hire/Transfer Policy**

Employees interested in applying for a posted vacancy or new position may do so by completing an Internal Hire & Transfer form and submitting the form and updated resume to their supervisor within 5 business days after the posting. The supervisor is to discuss with the employee if she/he meets the job requirements as well as:

- If the employee has been in the current position for at least six months.
- If the last performance discussion indicates the employee is ready to take on new responsibilities.
- If the employee has not been placed on a Work Improvement Plan in the last twelve (12) months.
- If the employee has not been subject to any corrective action in the last twelve (12) months.

If the employee meets the basic requirements, then the supervisor is to sign the form and notify the Executive Director within 5 business days of receipt of the form. The Executive Director will also verify that the employee meets the requirements of the job and then forward the form to the hiring supervisor.

During the interviewing process the hiring supervisor will contact the employee's current supervisor for a reference.

**Posting of Vacant Positions:** When a vacancy occurs that AGBMS-AEHI decides should be filled, or when a new position is created, a monthly notice will be posted at AGBMS-AEHI as well as on AGBMS-AEHI website. Most vacancies and new positions will be posted, however there may be circumstances when AGBMS-AEHI decides not to post a position. In addition, in those cases where the vacant or new position is posted, AGBMS-AEHI reserves the right to open the application process to external candidates as well.

### **Nepotism**

On occasion, more than one family member or domestic partner may work for AGBMS-AEHI under the following guidelines:

- No employee will be permitted to hire a relative or domestic partner.
- A relative or domestic partner may not supervise another relative or domestic partner.
- Relatives or domestic partners may not be involved in evaluating each other's job performance or in making recommendations for salary adjustments, promotions, or other budget decisions.

### **Open Door Policy**

AGBMS-AEHI promotes an atmosphere whereby employees can talk freely with colleagues. Employees are encouraged to openly discuss with their supervisor any problems so appropriate action may be taken. If the supervisor cannot be of assistance, the Executive Director is available for consultation and guidance. AGBMS-AEHI is interested in the success and well-being of all employees. Therefore, AGBMS-AEHI welcomes the opportunity to help employees whenever feasible.

### **Payroll Administration**

**Procedures:** All employees are paid semi-monthly, on the 15<sup>th</sup> and the last day of the month. If either of these days falls on a Saturday, Sunday or scheduled holiday (see the list of scheduled Holidays), employees will be paid on the prior business day.

It is AGBMS-AEHI's policy that employee paychecks will only be given personally to the employee on the payday. All other arrangements for mailing or pickup must be made in advance and in writing to Payroll. Any staff that wish to have others pick-up their paycheck on their behalf (at their work location) must do so in writing to the designated person at the location. The letter must state the name and relationship of the person collecting the check, and that person must have photo identification if not an employee of AGBMS-AEHI. If the employee is not present on the payroll day, the paycheck will be held in a locked designated area. The employee must go to the designated personnel to receive their check.

**Direct Deposit:** Employees may be paid by check or through direct deposit of funds to either a saving or checking account at their bank of choice (providing the bank has direct deposit capability.) A Direct Deposit Authorization form

must be completed to activate or cancel Direct Deposit. The completed form with a "VOIDED" personal check must be returned to the administration office. Due to banking requirements, it may take two days to activate a Direct Deposit.

**Payroll Deductions:** The federal and state governments require that AGBMS-AEHI make certain deductions from paychecks for state and federal income tax and social security. The amount of the income tax deducted is determined by wages and the number of exemptions claimed. AGBMS-AEHI will also make other deductions authorized by the employee, such as insurance premiums. Also, court mandated deductions will be honored, such as wage garnishment, child support, etc.

### **Performance Management**

A periodic formal discussion with employees regarding their development enables us to maintain high standards for personal performance. The performance discussion is used solely for the purpose of reviewing the employees past performance in relation to the employee's job description and creating a plan for future development. Typically, employees may be evaluated in writing by their immediate supervisor during at least the following intervals:

- 90-Day Training Period following either: date of hire, promotion, or transfer.
- Generally, annual discussions are held April/May for all months and no more than 18 months from the 90-day discussion.

AGBMS-AEHI believes it is important to let employees know how they are doing on a regular basis. Some of the factors ordinarily included during the performance discussion are job knowledge, quality of work, degree of teamwork, dependability, adaptability, leadership and initiative, willingness to accept responsibility, attendance, timeliness, etc.

Individual merit increases may be provided based upon the results of the discussion. The amount of the merit increase, if any, is determined by the Executive Director of the School with approval by the Board of Directors consistent with current business conditions and other considerations.

### **Personnel Records**

All AGBMS-AEHI personnel records, which contain personal information, are regarded as confidential and are treated accordingly. Such data will generally not be released to outside persons or organizations unless: (1) the employee has requested its release in writing, or (2) the School is under a legal requirement to release it.

Under no circumstances should any employee release information or provide references regarding present or former employees. All such inquiries from outside parties should be referred to the Executive Director.

A confidential personnel file will be maintained for each employee in the office of the Executive Director. The personnel file contains but is not limited to:

- resume, reference, application for employment, and welcome letter
- job description, documentation of wage/salary history
- introductory and annual evaluations
- withholding election, and direct deposit information
- written warnings, complaints, and commendations
- records of training
- if required, school transcripts, diplomas, and certifications.

Upon an employee's request, which AGBMS-AEHI may require be in writing on a form supplied by AGBMS-AEHI, AGBMS-AEHI will permit the employee to inspect his/her personnel records, except for those records protected from disclosure under the Illinois Personnel Records Act. AGBMS-AEHI shall grant up to two inspection requests by an employee in a calendar year, provided the requests are made at reasonable intervals. AGBMS-AEHI shall provide the employee with the inspection opportunity within a reasonable number of working days after the employee makes



the request. After the review, the employee may obtain a copy of any information contained in his/her personnel records.

To maintain current and accurate personnel records, employees must notify the Administrative Assistant regarding changes in:

- name, home address and telephone number
- number of dependents
- marital status and/or withholding allowances
- name(s) of beneficiary(ies) for group insurance
- Contact information in case of an emergency, and any other information that affects your personnel file.
- Changes in personal information affecting the I-9 or W-4 Form

Personal files are maintained for the duration of the employment relationship and ten (10) years thereafter. At the conclusion of the ten (10) year period, the former employee's personnel file is destroyed to prevent the accidental release of personal information.

Personnel files are the property of AGBMS-AEHI, and access to the information they contain is restricted. AGBMS-AEHI takes its responsibility for keeping your personal information confidentially. Electronic information is password restricted. Generally, only supervisors and management personnel of AGBMS-AEHI, who have a legitimate reason to review information in a file, are allowed to do so. Any medical records received by the School are kept separately from other information in your file.

### **Release of Information**

All information concerning matters related to AGBMS-AEHI or its relationship to other organizations shall be approved by the Executive Director and/or prior to its release to the public or to any news media. Any AGBMS-AEHI employee who is contacted by a newspaper, broadcaster, or other media organization is to transfer the call immediately to the Executive Director or ask the person to contact the Executive Director directly. This should precede any discussion with the media regarding program activities. The Executive Director will then discuss the call with the President of Board of AGBMS-AEHI. The President and Executive Director together with the other members of the Administration will determine the appropriate response.

### **Salary Administration**

Each year, for the fiscal year beginning June 1, the Board of Directors determines if there will be a salary increase for its employees. All regular employees are eligible for the annual increase, based upon budgetary constraints. This salary increase is an across-the-board increase and is not connected to the employee's performance appraisal.

**Promotion:** A promotion occurs when an employee advances from a job in a lower pay range to a job in a higher pay range. When under consideration for a promotion, several factors will be reviewed, including but not limited to length of service, time in the current job, and any applicable experience and/or skills required for the job.

**Transfer:** A transfer occurs when an employee changes from one job to another job within the same pay range.

Typically, lateral transfers do not receive a salary change unless there is a change in hours. A salary change would depend on the employee's current salary, the pay relationships between the employee and other employees in an identical or similar job in the area to which she/he is transferring, and the employee's qualifications and/or skills for the new job.

Other salary increases, such as promotions or changes in job assignments during the fiscal year, may result in the employee receiving a pro-rata share of any approved annual across-the-board increase based on the new salary and a change in an employee's anniversary date. Salary increases may also be approved for completion of a degree, teaching certification, or recipient of a teaching award.

### **Separation from Employment**

Termination due to violation of AGBMS-AEHI policies may include but is not limited to: theft, conduct damaging to AGBMS-AEHI's reputation, insubordination, any violation of the Standards of Conduct, or any other misconduct adversely affecting a participant of AGBMS-AEHI.

**Involuntary Separation Due to Lack of Work:** Based on the level of business activity as related to an employee's technical or administrative skills or geographic location, circumstances may arise requiring the involuntary separation of an employee, including an employee with a satisfactory performance record.

**Voluntary Resignation:** Circumstances may arise where separations are initiated at the request of the employee. Due to AGBMS-AEHI commitment and employee scheduling, it is critical for employees terminating employment voluntarily to advise their supervisor or manager of the intent to resign. It is the employee's responsibility to give immediate notice of his or her intention to resign and provide sufficient lead time to meet work commitments. AGBMS-AEHI/AEHI respectfully requests a 4 week notice but expects no less than 2 weeks notices.

**Return of Organization Property:** Upon leaving AGBMS-AEHI, an employee must return all organization property in his or her possession, including but not limited to handbooks, documents, materials, computer equipment and software, business credit cards, keys and key cards. Included will be all card materials made and laminated with AGBMS-AEHI funds. All items must be returned or AGBMS-AEHI may take legal action to recover or protect organization property.

**Exit Interview Questionnaire:** The Executive Director may contact a separated employee shortly after his or her last day to complete the Exit Interview Questionnaire with the exiting employee. The questionnaire will not be completed with any employee being dismissed from AGBMS-AEHI due to violation of organization's policies. The questionnaire will ask the exiting employee for relevant comments on operations and staff of the organization. This questionnaire is not part of the employee's personnel file.

### **Time Sheets**

Payroll is created two business days prior to payday – 15<sup>th</sup> or last day of the month. On that day, employees who utilize a time sheet need to have that turned in by 1:00 pm. Also, those staff that have had sick/personal, or vacation days need to turn in a Payroll Variation Sheet. In the absence of the employee, the supervisor will complete the appropriate paperwork and forward a copy to the employee upon his/her return. The timesheet and Payroll Variation Sheet is AGBMS-AEHI's official attendance record, and care must be exercised in recording the hours worked, overtime hours, and absences. Each employee is responsible only for her/his own record keeping.

All non-exempt employees must record the daily time they arrived/departed on their timesheet. Supervisors of non-exempt employees must calculate regular, straight, and overtime pay. The employee's supervisor must approve all straight and overtime pay. Employees with overtime entries that do not have prior approval will be subject to corrective action.

All employees are required to record their time worked on a daily basis. However, they must indicate time not worked such as vacation, sick/personal days and holidays.

### **Training Period**

The first ninety (90) days of employment are considered to be a training period. During this time, the employee will have a chance to determine his/her satisfaction with AGBMS-AEHI and the job. At the same time, the supervisor will evaluate the work, skills, abilities, and behaviors of the employee to determine if the employee is in the right job and able to meet the job requirements. In appropriate circumstances, the training period may be shortened or extended at the sole discretion of AGBMS-AEHI.

Once you successfully complete your training period, you will be a regular employee. This is simply a designation making you eligible for certain benefits. It does not mean you have a permanent job and is not in any other way inconsistent with our employment-at-will policy.

It is hoped that things will work out favorable during this time. The Executive Director is available to assist employees with advice and answer questions during this critical period.

### **Travel and Expense Reimbursement**

AGBMS-AEHI may reimburse employees for reasonable expenses incurred in the performance of their duties if supported by the required documentation and approved by their immediate supervisor. Please contact your supervisor for further explanation.

### **Verification of Employment, References & Personal Recommendations**

AGBMS-AEHI's Executive Director will respond to any written request for letters of reference/recommendation or verification of employment. Any such request must be forwarded immediately to the Executive Director.

No employee is permitted to write a letter of reference or recommendation on behalf of AGBMS-AEHI or in such a manner as would give the impression that the letter is on behalf of AGBMS-AEHI. Supervisors who choose to write personal letters of recommendation may not use AGBMS-AEHI letterhead paper and the text of the letter must begin with the following sentence: "AGBMS-AEHI's policies prohibit letters of recommendation on behalf of AGBMS-AEHI-AEHI; I am pleased, however, to provide this personal recommendation which reflects my views regarding [ex-employee's name] performance.

### **Whistleblower Protection/Non-Retaliation Policy**

AGBMS-AEHI) requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of AGBMS-AEHI, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

**Reporting Responsibility:** This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that AGBMS-AEHI can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officer's employees, and volunteers to report concerns about violations of AGBMS-AEHI's code of ethics or suspected violations of law or regulations that govern AGBMS-AEHI's operations.

**Reporting Procedure:** AGBMS-AEHI/AEHI has an open door policy and suggests that employees share their questions, concerns, suggestions, or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Executive Director (or a board member, if involving the board would deem appropriate). Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the AGBMS-AEHI Board president, who has responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Executive Director. All employees are expected to follow chain-of-command at all times and follow proper protocol.

**No Retaliation:** It is contrary to the values of AGBMS-AEHI for anyone to retaliate against any board member, officer, employee, or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of AGBMS-AEHI. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

**Safeguards:** Harassment and/or victimization of a Whistleblower, or any other form of reprisal or retaliation against a Whistleblower, will not be tolerated by AGBMS-AEHI and will result in disciplinary action up to an including termination of employment. The protection to Whistleblowers against retaliation includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, denial of a promotion, poor work assignments and/or threats of physical harm. A Whistleblower's protection against retaliation does not include immunity for any personal wrongdoing that is alleged and/or investigated. Also, malicious allegations or allegations made in bad faith will result in disciplinary action up to and including termination of employment.

In so far as possible, reasonable efforts will be made to protect the identity of a Whistleblower. However, identity may be disclosed in order to conduct a thorough investigation, to comply with the law, and/or to provide accused individuals their legal rights of defense. Anonymous concerns will be investigated; however, employees are encouraged to put their names on all allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Employees with any questions regarding this policy should contact the Executive Director.

### **Working Hours & Schedules**

A normal work week begins on Monday and ends on Friday. A full-time employee's work schedule consists of an 8 hour day or has a minimum of a 30 hour work week. Daily and weekly work schedules may vary based on the needs of a particular-classroom. Employees will receive their schedules from their supervisor. AGBMS-AEHI may at its discretion change schedules to meet the varying conditions of the business. Changes in work schedules will be announced as far in advance as practicable.

**Meals:** Employees who are scheduled to work an 8 hour day or more are permitted a ½ hour meal period beginning no later than 5 hours after the start of their workday. Employees who work less than 7 hours but more than 4 hours a day are given a 20 minute break.

### **STANDARDS OF CONDUCT**

AGBMS-AEHI strives to maintain a safe and secure environment for all employees, participants, and the community in which it works. Therefore, AGBMS-AEHI requires all of its employees to maintain the highest standards of conduct in all dealings with the public and with each other.

With the foregoing in mind, AGBMS-AEHI has developed policies and regulations to protect the organization and all of its employees. AGBMS-AEHI believes that the following standards are also important and expected of all employees. To protect the safety and well-being of all employees, AGBMS-AEHI will take the proper corrective action steps, up to and including discharge, if an employee violates any of these standards or anyone of the previously mentioned policies or procedures.

Contact a member of the Executive Director with any questions regarding these standards.

#### **All employees are expected to:**

1. Respect the dignity of each individual and to conduct themselves in a manner that reflects the use of sound judgment, common sense, integrity, and reasonable responsibility that protects AGBMS-AEHI's image and reputation. Be courteous, friendly, helpful, and supportive.
2. Participate in making the quality of AGBMS-AEHI's work better. Suggest improvements. Help others. Be open to new ideas and methods. Maintain current knowledge in area of skill and expertise. Always strive to improve own work. Protect and maintain all AGBMS-AEHI confidential information. Keep information about families, children, and co-workers confidential.
3. Meet required standards of efficiency and productivity as described in the job description. Follow job instructions and perform work requested by a Supervisor or the Executive Director
4. Make efficient use of time. Be ready to begin work at the scheduled time and be prompt to meetings. Be alert and productive at work. Report to work in a condition fit to perform job duties.
5. Respect the property of the organization and of other individuals. Do not abuse, waste, or steal the property of AGBMS-AEHI or of others. Remove AGBMS-AEHI property or records from the premises only with written authorization.
6. Communicate effectively. Use reflective supervision properly, let the supervisor know what is affecting the work, ask questions and give the supervisor pertinent information.
7. Be open, honest, and truthful. Be honest in the completion of all documents and in all investigations. Give facts without concealment or exaggeration. Fully cooperate in any AGBMS-AEHI investigation.
8. Follow all federal, state, and local law while on AGBMS-AEHI premises or on AGBMS-AEHI business. This includes but is not limited to laws restricting gambling.

9. Follow proper practices to contribute to healthy, safe, and sanitary working conditions.
10. Promote team spirit: work together, cooperate, promote quality services, and enhance staff relationships, share responsibilities, and recognize others' achievements. Practice good business etiquette.
11. Know the structure, mission, and vision of AGBMS-AEHI. Maintain and promote AGBMS-AEHI's mission and always act in the best interest of the organization, the children, and the families we serve.

**In addition, AGBMS-AEHI employees will follow these additional standards, including but not limited to:**

1. Staff, consultants, and volunteers will respect and promote the unique identity of each child and family, and refrain from any stereotyping on the basis of gender, race, ethnicity, culture, religion or disability.
2. Staff, consultants, and volunteers will follow program confidentiality policies concerning information about children, families, and other staff members.
3. No child will be left alone or unsupervised while under the care of staff, consultants, and volunteers.
4. Staff, consultants, and volunteers will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse or humiliation. In addition, staff, consultants, and volunteers will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic need.
5. All staff engaged in the award and administration of contracts or other financial awards shall sign statements that they will not solicit or accept personal gratuities, favors or anything of significant monetary value from contractors or potential contractors.

Below are specific guidelines on a variety of common workplace situations. Employees are expected to follow policies and guidelines as a condition of employment.

#### **After Hours Business-Related Events**

Employees may drink alcohol at business-related events which are social in nature and at which alcohol is served only if all the following are true:

- the employee may legally drink, and the event does not take place on AGBMS-AEHI property;
- the employee is not responsible in any way for other persons attending the event, including providing other persons with transportation;
- the employee limits alcohol consumption so that the employee's behavior and judgment are not adversely affected or impaired.

#### **Attendance, Punctuality & Dependability**

Because AGBMS-AEHI depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. Employees are expected at work on all scheduled workdays and during all scheduled work hours and to report to work on time and keep unplanned absences to a minimum. However, we recognize that there are times when absence from work may be needed. Reasonable attendance is expected from all employees and is a condition of employment.

When an employee is absent, he or she must fill out a Payroll Variation Sheet. Here the employee will report the date of absence as well as the reason for being absent – sick/personal day, doctor appointment, etc. Vacation time is only available to full time year-round employees and must be approved before the vacation is taken. **Vacation time is limited to times when the school is closed.**

An employee's supervisor is to keep a careful record of lateness of the employee. An employee must notify his/her supervisor as far in advance as possible, but no later than two hours before his/her scheduled starting time, if he/she expects to be late or absent. This policy applies for each day of absence.

**Absence Due to Illness:** If AGBMS-AEHI has questions as to the nature or length of an employee's illness, a written certification from a physician or licensed health care professional may be required. Any absence due to illness beyond 3 days requires a physician notice for return to work to ensure the employee has recovered sufficiently to perform his/her job and the employee is no longer contagious.

**Three Consecutive Days of Unreported Absences:** Absences from work for a period of three consecutively scheduled workdays without proper notification given to the immediate supervisor will be construed to be an abandonment of the employee's employment and a voluntarily resignation.

### **Computer Information, E-Mail System & Internet Access**

The integrity of our computer system is critical to the success of our School. Because of the potential to damage or compromise our system, the following policy guidelines apply to all AGBMS-AEHI employees.

The computer system at AGBMS-AEHI has networking and e-mail capabilities to facilitate ease of communication between staff, customers and vendors. Information on our system is considered School property and must be treated confidentially. Please refer to the Confidentiality Policy, which follows.

Our system, including access to the Internet, is provided by the School to assist in the conduct of School business. Limited personal use, other than instant messaging, is permitted; however, employees are reminded that personal use is not to interfere with the performance of job responsibilities. Abuses will result in discipline. The School owns all e-mail sent or received through the School network. E-mail is not a private form of communication. Therefore, employees have no right of personal privacy in any matter stored in, created, received or sent over the School e-mail system, even if the communication is of a personal nature. E-mail sent through the Internet cannot be protected against unauthorized access nor can confidentiality be ensured. Any messages sent or received via e-mail may be monitored or seen by others just as would a memo, letter, fax or other written correspondence. Even the use of passwords does not guarantee confidentiality, as all passwords must be disclosed to the School. Remember that e-mail correspondence may result in a legally binding agreement for AGBMS-AEHI and the employee sending the correspondence. Always be professional when using our system.

The School reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the e-mail system for any purpose. As a School sponsored system, all messages are required to be in line with normally accepted business correspondence. The e-mail system must not be used to create, view, receive or forward any offensive, hostile, intimidating or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments or any other comment that offensively or inappropriately addresses someone's age, race, color, national origin, religion, sex or sexual preference, disability or political beliefs. The e-mail system may not be used to solicit for commercial ventures, religious organizations or other non-job-related purposes.

The School's policy against sexual and other harassment shall apply fully to the Internet and e-mail systems. Furthermore, the School is required by law to report any child pornography discovered on our system and will comply by reporting to local law enforcement or the National Center for Missing and Exploited Children.

The School prohibits the use of instant messaging on our system. We have found instant messaging to be disruptive as it interrupts any task on which an employee may be concentrating. Please inform your family and friends of our School policy on instant messages and do not enable it on our system.

If you wish to download anything from the Internet, such as screen savers or wallpaper, or, bring software, hardware or any computer accessories in from an outside source, please ask permission from your supervisor, who will review your request with the systems administrator. Permission is required to protect our system from unwanted viruses and contamination.

If you suspect someone is misusing our system, please report the misuse to your supervisor. The matter will be investigated thoroughly.

### **Confidential Nature of Work**

Many aspects of AGBMS-AEHI's day-to-day operations are confidential. All organizations have information that is not generally known to other persons called "trade secrets", "proprietary" or "confidential" information. All organizations must conduct their business through their employees, and consequently employees must have

access to trade secrets or proprietary or confidential information to carry out their duties and responsibilities. However, unauthorized use or disclosure of such information is against AGBMS-AEHI policy.

Here at AGBMS-AEHI, "trade secrets, proprietary or confidential information" includes, but is not limited to: strategic business plans and similar compilations of business information; compilations of information relating to vendors and suppliers; internal financial documents, such as budgets, forecasts, accounting reports, personnel information and various financial reports; compilations of information relating to AGBMS-AEHI's internal computer system and software; and compilations of information regarding participants in AGBMS-AEHI programs and the services provided to them by AGBMS-AEHI. Employees shall, at all times, hold this "Confidential Information" as secret. In addition:

- Employees shall neither, directly, or indirectly cause or permit the exploitation, copying, or summarizing of any Confidential Information, except in the performance of their duties for AGBMS-AEHI or as otherwise directed by AGBMS-AEHI.
- While employed by AGBMS-AEHI, and after termination of that employment with or without cause, employees shall not, directly or indirectly, individually or in combination or association with any other person or entity, divulge or disclose to any third party any Confidential Information without prior written consent of AGBMS-AEHI.
- Upon termination of employment, with or without cause, employees shall immediately deliver or cause to be delivered to AGBMS-AEHI all Confidential Information in their possession or control, including but not limited personnel handbooks, operation handbooks, photos and other documents reflecting or referencing Confidential Information, as well as all other materials furnished to or acquired by the employee as a result of or during the course of employee's employment by AGBMS-AEHI. This would also include card materials that were produced and laminated with school funds.

### **Conflicts of Interest**

AGBMS-AEHI receives a mixture of public and private funds, many of which have specific stipulations concerning how the funds are to be applied. AGBMS-AEHI expects employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of AGBMS-AEHI. In efforts to avoid any difficulties that may potentially arise in that regard, AGBMS-AEHI has established this employee conflict of interest policy.

**In General:** No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Grants or State funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, or any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

- No employee is to give or receive a gift of more than a token value (exceeding \$50.00) that is, in any way, connected with AGBMS-AEHI's business.
- No employee is to entertain or be entertained beyond usual and reasonable limits, which are normal and acceptable in terms of his/her business responsibilities.
- No employee may benefit personally from any transaction involving AGBMS-AEHI.
- No employee may have an interest in, or receive income from, any enterprise doing business with AGBMS-AEHI.
- No employee is to give or receive anything that can be construed as a bribe, kickback, or other illegal or unethical payment. An employee who receives such an offer must report it immediately to either a Supervisor or the Executive Director.
- No employee may allow a transaction with a vendor, or others, to be structured or recorded in a way not consistent with normal business practice.
- No employee may solicit participants for financial gain as a private consultant with the participant.
- Employees should refrain from developing close external relationships with parents of children they teach. These external relationships could be viewed as a basis for preferential treatment and attention by other parents.

Any questions regarding this policy should be addressed to the Executive Director. A violation of this policy will be subject to corrective action, up to and including discharge.

### **Dress Standards**

AGBMS-AEHI employees must always project an image of professionalism and respect for the families we serve. Our "business casual" dress standard is designed to uphold the professional image while allowing our staff to be more relaxed in dress. The staff is expected to comply with AGBMS-AEHI's business casual dress standard and clothing must be neat, clean, and in good repair. Repetitive violations will be subject to corrective action, up to and including discharge.

We are aware that in the fashion industry "business casual" can mean a whole spectrum of clothing items. However, to project an image of professionalism, some types of clothing cannot be permitted during normal workdays. No list can be all-inclusive; therefore, although there might be room for interpretation, it is the supervisor's responsibility to ensure that all staff maintains a professional image.

Should an employee arrive for work dressed inappropriately, the director or coordinator may ask that employee to return home to change. An employee sent home to change will not be compensated for that time.

### **Drug & Alcohol-Free Workplace Policy**

AGBMS-AEHI wishes to protect employees from the consequences of illegal or inappropriate drug and alcohol use and illegal manufacture, distribution or possession of alcohol and controlled substances in the workplace. Therefore, AGBMS-AEHI will take all reasonable steps to ensure a drug free workplace in accordance with the Drug-Free Workplace Act of 1988.

AGBMS-AEHI is a recipient of state funding. As such, AGBMS-AEHI must comply with the Illinois Drug-Free Workplace Act.

The Illinois Drug-Free Workplace Act requires that state grant recipients employing 25 or more employees and administering a grant of \$5,000.00 or more certify to the granting organization that they too will provide a drug-free workplace. Both Acts require that drug awareness programs be put in place. Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the MRO shall be kept confidential and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need to know basis and may be disclosed where relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

In accordance with and as required by this act, employees are hereby notified that:

- a. It is the policy of AGBMS-AEHI that employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is AGBMS-AEHI's intent and obligation to provide a drug-free, healthful, safe and secure work environment.
- b. It is also the policy of AGBMS-AEHI that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (including non-medical cannabis) on AGBMS-AEHI premises or while conducting business off AGBMS-AEHI premises is absolutely prohibited. Violations of this policy will result in corrective action, up to and including discharge, and may have legal consequences.
- c. AGBMS-AEHI recognizes drug dependency as an illness and a major health problem. AGBMS-AEHI also recognizes drug abuse as a potential health, safety and security problem. Employees needing help in dealing with such problems are encouraged to use the employee assistance program and health insurance plans, as appropriate.
- d. Employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a criminal drug statute for violations occurring on AGBMS-AEHI premises or while conducting business off AGBMS-AEHI premises. A report of conviction must be made available to the Executive Director within five (5) days after the conviction.

AGBMS-AEHI may require a blood test, breathalyzer test, urinalysis, or other drug/alcohol testing of an employee



whom AGBMS-AEHI has reasonable cause to suspect of using or being under the influence of drugs or alcohol while at work or on AGBMS-AEHI property or on AGBMS-AEHI business.

An alcohol test that reveals a concentration of .04% of alcohol in the employee's blood stream will be considered conclusive evidence that the employee was "under the influence" of alcohol. Evidence of a lesser concentration of alcohol will be considered along with other factors indicating impairment.

If a drug test reveals that an employee has illegal drugs in his/her system, the test results will be considered with other evidence that the employee was "under the influence" of illegal drugs at the time of the test.

If an employee is required to leave work for a drug or alcohol test, AGBMS-AEHI will pay the employee for time lost from scheduled work for that day, provided the employee's test results are negative.

An employee found to be "under the influence", presents an altered sample or their sample is not readable will be subject to corrective action, up to and including discharge. An employee who refuses to consent to a drug/alcohol test will be discharged.

Corrective action may include participation in a chemical dependency treatment program under AGBMS-AEHI's Employee Assistance Program. An employee who participates in such a chemical dependency treatment program may be required to undergo periodic drug/alcohol testing at any time at the sole discretion of AGBMS-AEHI during the treatment, and for up to one year following completion of any chemical dependency treatment program.

An employee who has successfully gone through treatment under AGBMS-AEHI's Employee Assistance Program and who subsequently is found to be "under the influence" or who tests positive on a periodic test will be discharged.

#### Definitions

- **“AGBMS-AEHI Premises”**  
includes, but is not limited to, all building, offices, facilities, grounds, parking lots, places and vehicles owned, leased or managed by the AGBMS-AEHI
- **“Illegal Drugs”**  
means substances whose use or possession is controlled by federal law, but which are not being used or possessed under the supervision of a licensed health care professional
- **“Refuse to Cooperate”**  
means to obstruct the collection process, to submit an altered, adulterated or substitute sample, or to fail to promptly provide specimen(s) for testing when directed
- **“Under the Influence of Alcohol”**  
means an alcohol concentration of .04 or more, or actions, appearance, speech or bodily odors, which reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use
- **“Under the Influence of Drugs”**  
means a positive test result for illegal drug use

#### **Non-Discrimination & Anti-Harassment Policy**

AGBMS-AEHI is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment.

A fundamental policy of AGBMS-AEHI is that the workplace is for work. Our goal is to provide a workplace free from tensions involving matters which do not relate to AGBMS-AEHI's business. In particular an atmosphere of tension created by non-work-related conduct, including ethnic, racial, sexual, age, physical or mental disability or other protected group status or religious remarks, animosity, unwelcome sexual advances or requests for sexual favors, or other such conduct does not belong in the workplace.

Harassment of employees or applicants by other employees is prohibited. Harassment includes, without limitation, verbal harassment (epithets, derogatory statements, slurs, teasing), physical harassment (assault, physical

interference with normal work or involvement), and visual harassment (posters, cartoons, drawings, and innuendo.)

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal or physical conduct, or visual forms of harassment of a sexual nature when submission to such conduct is either explicitly or implicitly made a term or condition of employment or is used as the basis for employment decisions or when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

An employee cannot be forced to submit to such conduct as a basis for any employment decision, and AGBMS-AEHI will do its best to keep itself free of any conduct which creates an intimidating, hostile, or offensive work environment for our employees.

**The Complaint Procedure:** AGBMS-AEHI encourages any employee who believes he/she is a subject of discrimination or harassment or who suspects discrimination or harassment is occurring, to firmly and promptly notify the offender that his or her behavior is unacceptable and unwelcome. AGBMS-AEHI also recognizes that power and status disparities between individuals may make such a confrontation impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, or even when such communication between the individuals has occurred, the following steps should be taken to report a discrimination or harassment complaint.

Any employee who believes that he or she has been treated unfairly or harassed because of a protected characteristic as defined above; or who suspects, discrimination or harassment is occurring in the workplace, should immediately report the incident to his or her coordinator or director; or any other member of management with whom the employee feels comfortable. The member of management should immediately report the situation to the Executive Director.

If the employee feels uncomfortable bringing the matter to her/his supervisor or if the supervisor is thought to be involved in the harassment, the employee is to contact the Executive Director. If not comfortable with the E.D., the employee may bring concern to the Board President. The matter will be treated with the degree of confidentiality that is practicable. Charges of harassment will be promptly and thoroughly investigated, and a report will be made to the employee concerning the results of the investigation.

**Timeframe for Reporting Complaints:** AGBMS-AEHI encourages prompt reporting of complaints so that rapid response and appropriate action can be taken. Due to the sensitivity of this type of problem, no specific timeframe will be established for reporting complaints of discrimination or harassment. Delayed reporting of a complaint will not, in and of itself, preclude AGBMS-AEHI from taking appropriate action.

**Investigation of the Complaint:** As soon as the documentation process is completed, an officer of the School will initiate an investigation. If necessary, the officer receiving the complaint may designate another supervisor, manager or officer to assist him/her in the investigation. The investigation will include an interview with the individual(s) who made the initial report, the target of the harassment or discrimination, and the accused individual(s). Any other person who may have information regarding the incident may also be interviewed.

If AGBMS-AEHI determines that harassment has occurred, appropriate relief for the employee bringing the complaint and appropriate corrective action against the harasser, up to and including discharge, will follow.

A non-employee who subjects an employee to harassment in the workplace will be informed of our organization's policy and appropriate action will be taken. In all cases AGBMS-AEHI/AGBMS-AEHI-AEHI will make follow-up inquiries to ensure that the harassment has not resumed.

**In the Event You Are Accused of Inappropriate Behavior:** Keep in mind, that what one person deems as inappropriate, another may not. Should you be accused of any form of harassment, discrimination or sexual harassment, apologize immediately and assure the individual making the complaint that your actions were not meant to be disrespectful. Do not become offended – remember, what one sees as humor may be offensive to others!

**Retaliation Prohibited:** AGBMS-AEHI forbids retaliation against anyone for reporting discrimination or harassment, assisting in making a complaint, or cooperating in an investigation. If an employee feels that they have been retaliated

against, they are to notify their supervisor or the Executive Director,

It is AGBMS-AEHI's policy to investigate all such complaints thoroughly and promptly. To the fullest extent practicable, the organization will keep complaints and terms of their resolution confidential. If an investigation confirms that retaliation has occurred, AGBMS-AEHI will take corrective action, up to and including discharge.

AGBMS-AEHI, of course, expects that all employees will act responsibly and in good conscience when bringing such complaints. We all recognize that false accusations can have serious, negative effects on innocent people. Consequently, any employee who knowingly brings a false complaint of sexual harassment or other discriminatory treatment against another employee will be subject to discipline, up to and including immediate discharge.

### **Outside Employment**

Employees may engage in employment or consultation, which occurs outside of regular working hours, unless such employment or consultation would:

- Have a negative impact on the performance of their job at AGBMS-AEHI, or conflict with their obligations to AGBMS-AEHI, or in any way negatively impact AGBMS-AEHI's reputation in the community.
- Compete with AGBMS-AEHI.
- Prevent the employee from fully performing work for which he or she is employed at AGBMS-AEHI, including overtime assignments.
- Involve organizations that are doing or seeking to do business with the AGBMS-AEHI, including actual or potential vendors.
- Violate provisions of law or AGBMS-AEHI's policies or regulations; or would expect babysitting or other such services for AGBMS-AEHI clients.

### **Partisan Politics**

Employees are free to act as individuals in political activities outside of regular work hours and off the premises of the organization and its affiliated programs.

Employees may not use their organization position or influence for the purpose of affecting the result of an election or coercing or attempting to coerce other staff to contribute to a political party or organization.

### **Personal Property at Work**

Personal belongings are permitted in offices, cubicles, or classroom as long as they do not relate any religious, ethnic, or political beliefs that may offend others, or any way violate AGBMS-AEHI's Non-Discrimination and Anti-Harassment Policy.

AGB Montessori is committed to making sure all staff members have the tools they need to be effective in their daily teaching methods. Although staff members may wish to bring items to the classroom, AGBMS-AEHI cannot guarantee the security of those items. Staff is encouraged to lock up any personal items or do not bring them into the workplace. In addition, the following precautions should be followed:

- Do not leave valuables unattended in the office, work area or desk;
- Wallets and purses should never be left unprotected;
- Office doors and desks should be locked when an area is unattended;
- Do not leave articles of personal value overnight.

**Approved School supplies:** Staff members who wish to purchase supplies for the classroom must get written approval before the purchase is made. Staff will not be reimbursed for purchased made without written approval from the Executive Director.

**Personal School Supplies:** Any personal supplies brought into the classroom by a teacher must be clearly marked as personal with the teacher's name on the supply.

**At termination:** In the event of a termination, staff members who have personal items left in the classroom will be asked to present a list within 3 days of the items he or she believes to be in the classroom. Although no guarantee can be made, AGBMS-AEHI will attempt to collect all personal items and send them to the separated staff member. For this reason, it is most important to clearly mark personal supplies. Unmarked supplies will be considered School property and will not be returned.

### **Smoking Policy & Cell Phone Use**

Smoking & Cell Phones are not permitted inside or within 100 feet of school property.

### **Socializing with Participants**

In order to protect AGBMS-AEHI participants, AGBMS-AEHI's employees are prohibited from engaging in any social, romantic, or sexual relationship with any member of the families in our programs. Employees also may not engage in any activity which may give the appearance or impression of impropriety. Employees should see their supervisor with any questions about the propriety or impropriety of an activity. Any violations of AGBMS-AEHI's policy will be subject to corrective action, up to and including discharge.

### **Solicitation & Distribution**

Because distractions on the job lead to unsafe working conditions, poor work performance and inefficiency, AGBMS-AEHI has established the following rules:

- During periods of an employee's workday when engaged in or required to be performing work tasks, the employee may not engage in solicitation by other employees or distribution of literature for any purpose in any common areas.
- During periods in another employee's workday when he or she is engaged in or required to be performing his or her work tasks, an employee may not solicit the other employee for any purpose.
- Distribution of literature of any kind may not be made in the work areas of AGBMS-AEHI's premises at any time.
- Persons not employed by AGBMS-AEHI are not permitted to solicit or distribute literature on AGBMS-AEHI premises.



## **EMPLOYEE BENEFITS**

AGBMS-AEHI has established a variety of employee benefit programs. This portion of the policy handbook contains a very general description of the benefits to which you may be entitled as an employee of AGBMS-AEHI. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this handbook does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between AGBMS-AEHI and its employees, or their dependents, for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

AGBMS-AEHI reserves the right in its sole and absolute discretion to amend, modify or terminate, in whole or in part,

any benefit programs.

### **Bereavement/Funeral Days**

All scheduled full and part-time employees are entitled to bereavement pay. Part-time employees are eligible for bereavement days if the day falls on a part-time employee's normally scheduled workday and only for the hours the employee was scheduled to work. Employees should notify their supervisor prior to the time off when practicable. Employees must record their absence as bereavement days on the timesheet.

Bereavement leave is based on the following schedule:

Up to three (3) consecutive days for scheduled work time lost from work during the regular work week as a result of the death of an immediate family member. The immediate family includes the employee's spouse or domestic partner; and the child, mother, father, grandparent, sister, brother, mother-in-law, father-in-law of the employee or the employee's spouse or domestic partner.

Up to two (2) consecutive days per year for scheduled work time lost from work during the regular work week as a result of the death of an employee's brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, aunt, uncle, niece, nephew or cousin; or spouse/domestic partner's aunt, uncle, niece, nephew or cousin.

If additional time is needed, accrued sick/personal days and/or accrued vacation (for year-round employees) may be taken with supervisory approval. Additional unpaid time off will be approved on an individual basis if needed. Proof of death and relationship to the deceased may be required.

Unused bereavement days may not be carried over to subsequent years. Employees will not be compensated for unused bereavement days upon termination of employment.

### **Child Care for Employees**

AGBMS-AEHI employees may apply to enroll their child(ren) in one of the programs. Staff may not enroll their child(ren) in their own classroom.

### **Employee Referral Program**

AGBMS-AEHI is always looking for qualified employees and appreciates recommendations made by existing employees. To be considered for employment, the person must fully meet the qualification requirements listed in the job description for the position. Employees should obtain permission from the individual before making a referral, share their knowledge of the organization, and not make commitments or oral promises of employment.

If the candidate referred by the existing employee is hired, the referring employee will receive a referral bonus award after the new employee has successfully completed the 90-day training period. Both employees must be employed by AGBMS-AEHI at the time of the award payment. The Executive Director will submit the award amount to payroll for processing on the next available paycheck. The award is subject to all taxes.

The referring employee must complete an Employee Referral Form and submit the form to the Executive Director prior to the start of the hiring process. An existing employee may not refer anyone who has already applied to AGBMS-AEHI, or candidates that have started the interview process. If a duplicate referral occurs, the first referral received (based on the date stamped received) will be eligible for payment. If a joint referral is made or the administration receives two referrals for the same person on the same day, the referral award will be split evenly between the referring staff. The current referral bonus award for referring a full-time employee is \$100. AGBMS-AEHI reserves the right to change the referral bonus amount for particular positions or stop the referral bonus program at any time.

### **Group Insurance**

**Medical:** All regular employees working at least a 30-hours per week schedule are eligible for the medical insurance package.

AGBMS-AEHI maintains a co-pay group health plan for its eligible employees. The co-payment amount for medical insurance is determined on the medical plan chosen. AGBMS-AEHI will co-pay medical insurance premiums for the individual employee as long as he/she maintains eligible status. Medical insurance benefits become effective on the 31<sup>st</sup> day of employment.

All eligible employees must complete all election forms either electing coverage or declining coverage and submit the forms to Administration within 30 days of employment or during open enrollment.

Once made, the election is generally fixed for the remainder of the plan year. Changes are only permitted during the open enrollment period. Open enrollment is held at the end of each fiscal year effective May 1<sup>st</sup>. If the employee undergoes a change in family status (as defined in the Plan document –), you may make a mid-year change in coverage (i.e. the employee may change coverage from individual to family or from family to individual, add or delete dependents, or revoke coverage). The change in coverage must be done within 30 days from the date of the change in family status. Please contact Administration to determine if a family status change qualifies under the Plan document and IRS regulations.

**COBRA & Mini-State Continuation Plans:** Groups in Illinois that do not meet minimum COBRA requirements are subject to Illinois Mini-Plan rules. Both COBRA and the Illinois Mini-plan give employees and their qualified beneficiaries the opportunity to continue health insurance coverage under AGBMS-AEHI's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment or death of an employee; a reduction in an employee's hours or a leave of absence; employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Under COBRA and the Mini-State Plan, the employee or beneficiary pays all applicable costs associated with coverage through AGBMS-AEHI's group plan.

AGBMS-AEHI provides each eligible employee with a written notice describing rights when the employee becomes eligible for coverage under AGBMS-AEHI's health insurance plan and shortly after a qualifying event occurs. The notice contains important information about the employee's right and obligations so be sure to review it carefully.

**Domestic Partnership:** To provide fairness and equity in benefits for all AGBMS-AEHI employees, AGBMS-AEHI has instituted a domestic partnership policy. We define domestic partnership as any employee who is cohabitating with another person without being married. The parties cannot be related by blood, must be in an exclusive relationship, and be able to document the relationship as outlined below.

A qualified domestic partner and qualified children of a domestic partner of an individual employed by AGBMS-AEHI shall be eligible for the same benefits, including but not limited to health coverage, as are available to the spouse and children of an individual employed by AGBMS-AEHI. The benefits are extended to a domestic partner only if the employee is eligible in his/her own right for AGBMS-AEHI benefits.

To be eligible for coverage as a qualified domestic partner, AGBMS-AEHI employee and the domestic partner must complete and file with the Executive Director an "Affidavit of Domestic Partnership" in which they must attest that:

- They are each other's sole domestic partner and intend to remain so indefinitely.
- Neither party is married.
- They are at least eighteen (18) years of age and mentally competent to consent to this contract.
- They are not related by blood to a degree of closeness which would prohibit legal marriage in the state in which they legally reside.
- They reside together in the same residence and intend to do so indefinitely.
- They are jointly responsible for each other's common welfare and shared financial obligation which may be demonstrated by the existence of at least two (2) of the following:
  - a. Joint mortgage or lease;

- b. Designation of domestic partner as beneficiary for life insurance and/or retirement benefits;
  - c. Designation of domestic partner as primary beneficiary in employee's or trust;
  - d. Durable property and health care powers of attorney;
  - e. Joint ownership of motor vehicle, joint checking account, or joint credit account.
- They understand that as domestic partners they are subject to the same requirements set forth in AGBMS-AEHI benefits program as are all other employees who are covered by or applying for benefits.
  - In addition, the parties must agree to notify the administrator of any change in the circumstances which have been attested to in the documents qualifying a person for coverage as a domestic partner.

### **Leaves of Absence**

AGBMS-AEHI offers the following types of Leave:

- A. Jury Duty
- B. Medical Leave
- C. Military Leave
- D. Personal Leave

During all Leaves, the employee is required to report to her/his supervisor, by telephone, periodically (minimum of once a month) on his/her status and the intention to return to work. If on a medical leave for a serious health condition, the employee must provide certification of the need for the leave at the start of the leave and a fitness-for-duty release from his/her health care provider before being permitted to return to work.

Extensions to Leaves will be granted on a case by case basis taking into consideration the amount of time requested, needs of the organization and scheduling needs at the time of the request.

**Jury and Witness Duty:** AGBMS-AEHI will grant scheduled full and part-time employee's time off for mandatory jury duty or court appearances as a witness when the employee must serve or is required to appear as a result of a court order or subpoena.

Part-time employees are eligible for jury duty pay if the day(s) fall on the employee's normally scheduled workday and only for the hours the employee was scheduled to work.

Employees should notify their supervisor prior to the time off. Employees must record their absence as Jury Duty on the timesheet.

A copy of the court order or subpoena must be supplied to the Executive Director when requesting time off. The employee may be compensated for each day of jury duty or service as a witness up to a maximum of ten (5) days per year in addition to any other accrued paid leave.

Time off for court appearances as a party to any civil or criminal litigation shall not be compensated by AGBMS-AEHI, and the employee must arrange for time off without pay or use accrued sick/ personal days and/or accrued vacation (year-round employees) for such appearances.

Temporary employees and Interns are not entitled to compensation from AGBMS-AEHI but will be excused from work. All jury duty notifications should be made as far in advance as possible and a copy of the summons submitted to the supervisor.

**Medical Leave:** Scheduled full-time employees who have successfully completed their training period are eligible for Medical Leave for the for the employee's own serious health condition. Eligible employees may be granted no more than 6 weeks of leave and are not eligible for a Reduced Work Leave schedule or Intermittent Leave AGBMS-AEHI requires that all accrued sick/personal days and accrued vacation days be used in that order as paid leave before any unpaid leave is granted. Regardless if the leave time is paid or unpaid, the leave begins as of the first day of absence. Vacation and sick/personal time will not accrue during the leave of absence period. Employees will not be paid for holidays that arise during the Medical Leave period, even if they are using paid time off when the holiday arises.

Eligible employees should make requests for Medical Leave to their supervisor at least 30 days in advance of a foreseeable event, and as soon as possible for an unforeseeable event. A health care provider statement must be submitted along with the request for Medical Leave, verifying the need for the leave and its beginning and expected ending date. Following leave approval, any changes in this information must be reported promptly to the supervisor. Employees returning from a medical leave must submit a health care provider's verification of their fitness to return to work before their scheduled return date.

AGBMS-AEHI will contribute to the medical benefit plan for an employee on an unpaid Medical Leave (as applicable in the medical plan). However, the employee is still responsible for all employee premium costs and must make payment to AGBMS-AEHI each month or opt to have additional payroll deductions taken out of the employee's pay upon return.

Employees on a Medical Leave are not entitled to return to their former position or to a comparable position at the conclusion of the leave. There is no promise of a job position upon the employee's return from the Medical Leave and continued employment after expiration of a leave of absence is dependent solely upon business requirements.

If an employee fails to report to work promptly at the end of a Medical Leave, AGBMS-AEHI will assume that the employee has voluntarily resigned his/her position.

**Military Leave of Absence:** AGBMS-AEHI complies with relevant federal and state laws regarding the provision of military leave, including Reserve and National Guard training. If you have any questions in this area, contact the Executive Director.

**Personal Leave of Absence:** AGBMS-AEHI generally does not permit leaves of absence other than those described above. Therefore, a regular employee who has been employed for at least three (3) months, who has successfully completed the introductory period, and who requires a leave other than one described above, must present a written request to his or her supervisor. The written request must contain the length of the leave of absence requested (not to exceed eight (8) weeks, and then only if the employee has not taken a family or medical leave of absence within the previous twelve (12) months), with dates, and explain the unusual circumstances that prompt the request. Approval of personal leave is totally within the discretion of AGBMS-AEHI. An approved personal leave must be in writing and signed by the employee's supervisor and the Executive Director.

AGBMS-AEHI requires that all accrued sick/personal days and accrued vacation days be used in that order as paid leave before any unpaid leave is granted. Regardless if the leave time is paid or unpaid, the leave begins as of the first day of absence. Vacation and sick/personal time will not accrue during the leave of absence period. Employees will not be paid for holidays that arise during the Personal Leave period, even if they are using paid time off when the holiday arises.

AGBMS-AEHI will contribute to the medical benefit plan for employees on an unpaid Personal Leave. However, the employee is still responsible for all employee premium costs and must make payment to AGBMS-AEHI the first of each month. If payment is not received by the 5<sup>th</sup> day of the month, insurance may be terminated. Employees on a Personal Leave are not entitled to return to their former position or to a comparable position at the conclusion of the leave. There is no promise of a job position upon the employee's return from the Personal Leave; continued employment after expiration of a leave of absence is dependent solely upon business requirements.

If the employee engages in any other gainful employment during the leave of absence, or if the employee fails to report to work promptly at the end of a Personal Leave, AGBMS-AEHI will assume that the employee has voluntarily resigned his/her position.





## **Paid Time Off**

### **1.) 10-Month School-Year Employees**

10-Month School-Year Employees are paid based on actual school attendance days plus scheduled in-service school days. Directresses and Teaching Staff who are scheduled to work 10 months during the school year are paid according to school year days which is 176 school days plus 5-7 in-service days.

#### **Sick/Personal Leave – 10-Month School-Year Employees**

Sick/personal leave will be earned at the rate of .58 days/month, based upon the number of months an employee is working during the year.

- 10-Month School-Year employees will be entitled to 5.5 paid sick/personal leave days.
- When being paid for sick/personal time, a “day” of sick/personal time means the number of hours that the employee is normally scheduled to work in a day.
- Any employee absent 3 or more consecutive days must bring a doctor’s note to return to work so that we are certain you are fit for duty and not contagious to others.

### **2.) Year-Round Employees**

#### **Sick/Personal Leave – Year-Round Employees**

Sick/personal leave will be earned at the rate of .58 days/month for full time employees. Part time (year-round employees) will earn sick/personal leave on a prorated basis

- Year-round employees will be entitled to 7 total paid sick/personal leave days.
- When being paid for sick/personal time, a “day” of sick/personal time means the number of hours that the employee is normally scheduled to work in a day.
- Any employee absent 3 or more consecutive days must bring a doctor’s note to return to work so that we are certain you are fit for duty and not contagious to others.

#### **Vacation – Year-Round Employees**

Full time employees can take up to 5 consecutive days off for vacation.

- For year-round employees, one week of paid vacation will be granted during the 1<sup>st</sup> through 5<sup>th</sup> year of employment (earned at the rate of 1 day per month until all 5 days are earned). Two weeks will be granted during the 5<sup>th</sup> through the 10<sup>th</sup> full year, earned at the rate of 1 day per month. Three weeks per year will be granted in the 10<sup>th</sup> full year and thereafter – earned at the rate of 1.25 days per month.
- Vacation time must be taken during the summer months so that it does not disrupt the school year schedule.



### **Holidays – Year-Round Employees**

There will be 7 set holidays that may be taken as paid holiday time off for year-round staff that is regularly scheduled to work during these set holidays. They will be paid for their normal number of work hours per day.

These holidays will include:

- New Year's Day,
- Memorial Day,
- 4<sup>th</sup> of July.
- Labor Day,
- Thanksgiving (2 days),
- Christmas Day,
- November election day

If any of these holidays should fall on a weekend or during Spring or Winter break, they will still be paid. Other days off during Spring or Winter break will not be paid. Holidays that fall on a Saturday will be observed the day before on that Friday, and holidays that fall on a Sunday will be observed the day after on that Monday.

In order to be eligible for the holiday pay, employees must work their last regularly scheduled workday immediately preceding the holiday and their first regularly scheduled workday immediately following the holiday. If, however, a scheduled holiday falls on a regular employee's approved vacation, the employee will be granted an extra day's vacation. In the event of an emergency or other situation which demands immediate or special attention, an employee may be required to work on a holiday.

Employees on an unpaid leave will not be paid for scheduled holidays that fall during the leave.

### **Professional Development**

**Education and Training:** All education, continuing education, professional development, meetings, conferences and training privileges (reimbursements) are based upon approval of supervisor and Executive Director and as the budget allows.

Providing employees with opportunities for professional development is a priority for AGBMS-AEHI. Regular staff meetings will be held to facilitate the sharing of information and ideas. Employees, at the discretion of their immediate supervisor, will also receive support and encouragement to attend conferences, institutes, and professional meetings relevant to the objectives and goals of the organization and to their specific job responsibilities. Requests to attend conferences shall be made to and approved by an employee's immediate supervisor.

**Meetings and Conferences:** All employees are encouraged to attend conferences and workshops as part of their continued professional growth. Supervisory approval is required for all conferences and meetings. Employees who attend conferences and meetings will be required to write a brief report or present the information to other AGBMS-AEHI employees.

**Professional Development Reimbursement:** Financial assistance for continuing professional development **may be offered** to all employees (10-Month & Year-Round). Professional Development reimbursement is only available if there are funds available in the budget.

Employees may participate in both Level 1 and Level 2 type benefits, as described below:

- Level 1 benefits of up to \$500 per year for conferences, workshops, seminars to fulfill 15-hour requirement for professional CEU's relevant to employee's specific roles and responsibilities [Professional development program for each employee should be spelled out in employee's goals for the year, as agreed upon between employee and their direct supervisor.
- Level 2 benefits of up to \$3,000 per year for specific approved degree programs/certification programs that

directly benefit the school, including:

- Montessori training/certification programs
  - CLT certification program
  - Instructor of CS certification program
  - AV/LSL training/certification programs
  - Master's degree programs in
    - Montessori administration
    - Deaf education
  - Other degree programs or certification programs specifically approved by the Executive Director and the AGBMS-AEHI Board
- These benefits will be prorated based on a percentage of time worked per week relative to full time (30 hours)
  - Professional development hours/days that are pre-approved and fall on a regular workday for the employee will be paid at the employee's regular rate of pay for the regular number of hours that employee is scheduled to work.
  - For Level 2 benefits, there is a grade requirement (see existing policy) and a requirement to stay with the school for at least 2 years (see existing policy)

AGBMS-AEHI acknowledges an employee's commitment for professional development above and beyond job requirements and may provide assistance with out-of-pocket expenses to AGBMS-AEHI employees for:

1. **Individual Courses** relating to a degree or certificate program at an accredited college or university. These are individual courses that are necessary to complete a specific degree. Tuition is on a per credit basis.
2. **An Educational Program** - An educational program relating to a degree or certificate is a specific year(s) program consisting of several courses that are taken over a specific time frame with a lump sum fee.
3. **Acquiring a Credential or a License** - The certification or license must be job related and would enhance the employee's knowledge but is not part of the minimum job requirements.

All regular full-time and part-time employees scheduled at least 30 hours per week who have completed one year of continuous employment and are currently in good standing are eligible to receive professional development reimbursement for courses, programs, license, or certifications relevant to their current position.

All types of reimbursement requests **must be approved** by the supervisor, and the Executive Director then submitted to the Executive Director **prior** to the start of the course, program, certification or license and related to the employee's current position responsibilities.

**Stipulations:** All staff that utilize the Professional Development Reimbursement benefit will be required to continue their employment at AGBMS-AEHI for a minimum 2 (two) school years after receipt of any reimbursement. In the event an employee leaves AGBMS-AEHI prior to the two-year requirement, he/she will be required to repay AGBMS-AEHI for a prorated portion of the tuition benefit used. The amount of repayment will be calculated according to the amount of tuition monies spent divided by 24.

**As an example**, a staff member who is given \$1,200 (which averages \$50.00 per month paid out for tuition) and leaves after 8 months of reimbursement will be required to repay \$800 to AGBMS-AEHI for the remaining 16 months of the agreement. Staff will be required to sign a Professional Development Reimbursement Repayment Agreement prior to receiving awarded reimbursement. Employee reimbursements to AGBMS-AEHI will be taken out of the employee's salary prior to departure. If there is still a balance due, the employee will continue to pay according to the Professional Development Reimbursement Repayment Agreement.

Staff who utilize the Professional Development Reimbursement benefit will not necessarily receive a salary increase upon completion of a degree or certification. A salary increase will be given if a promotion to a new salary grade is connected to the degree or certification. For example, an employee will not receive a salary increase after obtaining a Master's degree while in a position that requires a Bachelor's. However, the employee may receive a salary increase should the employee apply for and receive a promotion to a position requiring a Master's degree and the employee's salary is below the minimum salary for the new salary grade.

AGBMS staff who utilize the Gateways to Opportunity Scholarship are **not** eligible to receive the Professional Development reimbursement for the same courses in any given anniversary year. (See Gateways to Opportunity (formerly T.E.A.C.H.).

**Gateways to Opportunity (formerly T.E.A.C.H.) Scholarship:** *All faculty members are required to register with Gateways to Opportunity.* AGBMS-AEHI works with TEACH Early Childhood Illinois Scholarship and Compensation Program which is now called Gateways to Opportunity Scholarship to help AGBMS-AEHI education staff obtain college credit towards an Associate's Degree (A.A.) or a Bachelor's Degree (B.A.) in Early Childhood Education, the Childhood Development Associate (CDA) credential, or the Certified Childcare Professional credential. Any AGBMS-AEHI education employee who meets Gateways to Opportunity and AGBMS-AEHI criteria may apply for this scholarship funding. Please contact the Director of Education for more information on requirements and eligibility criteria.

### **Staff Recognition Program**

AGBMS-AEHI believes that its employees are its greatest asset. AGBMS-AEHI's comprehensive Staff Recognition Program formally acknowledges employees' outstanding service and achievement in and outside of the workplace. The program allows for the recognition of employees by the organization, and by their peers, supervisors, and direct reports.

The Staff Recognition Program empowers employees to celebrate the achievements of one another. It is at the discretion of an employee to choose, on his/her own, to acknowledge a life event of a fellow employee. The Director of Education is responsible for acknowledging the following staff life events:

- Birthdays - (only staff that wish to have their birthday recognized)
- Births/Adoptions
- Death of an Employee or an employee's family member
- Marriages

It is the supervisor's responsibility to notify the Executive Director of life events other than birthdays. Employees can be recognized for achievement and reaching milestones in one or more of the following categories:

- **Professional Milestones** -- Recognition of professional achievements such as years of service to AGBMS-AEHI, receipt of an educational degree, or professional certification.
- **Work-related and Personal Achievement** -- Recognition for achievements accomplished in the workplace as well as in employees' personal lives.

**Employment Anniversary Service Awards:** All employment anniversary awards will be acknowledged during the Staff Recognition and Service Award dinner held during the month of December. Staff will be acknowledged for the completion of years of service starting at 5 years of service and each five-year increment thereafter. Staff will receive an acknowledgement of length of service.

### **Time off to Vote**

AGBMS-AEHI encourages employees to participate in elections. Up to two (2) hours of paid time is available for employees who wish to vote in national, state, or local elections, but cannot get to their polling place due to work-schedule conflicts. Please arrange for voting time with your supervisor.

### **Tuition Discount**

Tuition discount for staff children enrolled at AGBMS-AEHI

- For full-time staff, including teachers, administrators and assistants (30 hours/week), discount will be 50% (as approved by the Board).
- For part-time staff, tuition benefit will be allowed, but calculated as a percentage of hours worked relative to

full time (30 hours)

### **Workers' Compensation**

All employees of AGBMS-AEHI are covered under the Illinois Workers' Compensation Act provisions for any injury incurred on the job.

An employee who is injured on the job must report the incident to his/her supervisor immediately. If the supervisor is not available, the employee must notify your supervisor who will notify the Executive Director. The employee should seek medical attention as required to ensure the safety of the employee.

The supervisor will complete the necessary form to notify the state and insurance carrier of your accident, and then forward the form to administration. The employee is expected to fully cooperate in completing the necessary forms or reporting for any required medical examinations. Benefits will be provided as determined by the insurance carrier in accordance with state law.

### **SAFETY & SECURITY**

The safety of the employees, and the safety of all those who work in or visit AGBMS-AEHI locations, is of the utmost importance to the organization. It is the policy of AGBMS-AEHI to provide and maintain a working environment that is as free from hazards and unsafe conditions as practicable. For the employee's well-being, the employee is required to become familiar with and observe all safety rules. It is the responsibility of every AGBMS-AEHI employee to ensure that AGBMS-AEHI is a safe and secure work environment.

For example, employees are expected to contribute directly to a safe and secure environment by reporting the presence of unauthorized or suspicious persons, by returning everything to its proper place, and by keeping work areas in order and free of hazards.

Should an incident occur, all accidents and security violations must be report immediately to the supervisor and the appropriate reporting procedures must be followed.

### **Weapons in the Workplace**

AGBMS-AEHI prohibits the use or possession of firearms and/or weapons of any kind by employees while on AGBMS-AEHI property or AGBMS-AEHI in accordance with Illinois' Conceal & Carry Act. Violations of this policy will be subject to corrective action, up to and including discharge.

### **Violence in the Workplace**

AGBMS-AEHI strongly believes that all employees should be treated with dignity and respect. Acts of violence, fighting or other disturbances on AGBMS-AEHI premises or while performing job duties, including, but not limited to, assaulting, or intimidating an AGBMS-AEHI employee or non-employee, will not be tolerated. Instances of violence or suggestions of violence must be reported to the employee's supervisor and the Executive Director. All complaints will be fully investigated. AGBMS-AEHI will promptly respond to any incident or suggestion of violence. Violations will be subject to corrective action, up to and including discharge.

**This handbook is not a contract of employment and may be modified by the AGBMS-AEHI in its discretion. This Policy applies to employees with employment contracts to the extent it is not inconsistent with such contracts. All employment at AGBMS-AEHI is considered At Will Employment and as such, employees and AGBMS-AEHI are free to terminate the employment relationship with or without notice or cause.**

**Contractors or volunteers who are present on AGBMS-AEHI premises and engage or appear to have engaged in conduct that would violate this handbook if done by an employee will be barred from the premises.**

**CONFIDENTIALITY**

I have reviewed the School’s client list to determine if I have prohibited transactions or prohibited relationships.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

For Administrative Use Only  
Follow Up Needed:

Yes \_\_\_\_\_ No \_\_\_\_\_

**ELECTRONIC COMMUNICATION DISCLOSURE & ACKNOWLEDGEMENT**

I acknowledge that I have received a copy of the AGBMS-AEHI Computer Information, E-Mail System & Internet Access policy and that I have read and understand the Policy. I understand that School information technology

resources and all data entered, created, received, stored or transmitted by those resources are the property of the School. I have no expectation of privacy in connection with the use of School information technology resources or with the entry, creation, transmission, receipt, or storage of data via School information technology resources.

I understand that I must comply with all of the provisions of the Policy to have access to and use School information technology resources. I also understand that if I do not comply with all provisions of the Policy, my access to School information technology resources may be revoked and I may be subject to disciplinary action up to and including discharge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## EMPLOYEE ACKNOWLEDGEMENT FORM

This handbook is designed to acquaint you with AGBMS-AEHI and provide you with information about working conditions, employee benefits and some of the policies affecting your employment. You should read, understand and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by AGBMS-AEHI to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As AGBMS-AEHI continues to grow, the need may arise and AGBMS-AEHI reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of changes to the handbook as they occur.

Please review the following statements and indicate your acknowledgement by signing below.

- The employee handbook describes important information about AGBMS-AEHI, and I understand that I should consult the Executive Director regarding any questions not answered in the handbook.
- Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the chief executive officer of AGBMS-AEHI has the ability to adopt any revisions to the policies in this handbook.
- Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. All employment opportunities with AGBMS-AEHI are considered AT WILL, which means that either the School or I can terminate our employment relationship at any time with or without cause or notice. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in the handbook and any revisions made to it.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE'S NAME (TYPED OR PRINTED)

## ADDENDUM I



## **Background Checks & Mandated Reporting**

1. All school personnel hired on or after July 1, 1986, have signed the mandated reporter statement required by the Department of Children and Family Services acknowledging this obligation.
2. Within 3 months of the first time they engage in their professional or official capacity, and at least every 3 years thereafter, all school personnel must complete mandated reporter training by a provider or agency with expertise in recognizing and reporting child abuse.
3. The school can document that all applicants for employment, after July 1, 2007, have signed an authorization form for a fingerprint-based criminal history records check as a condition of employment to determine if such applicants have been convicted of any of the enumerated offenses in 105 ILCS 5/21 B-80.
4. The school can document that it performs a check of the Statewide Sex Offender Database for each applicant for employment, after July 1, 2007, to determine if such applicants have been adjudicated a sex offender.
5. The school can document, through the presence of a Transaction Control Number (TCN) or of a completed background check, that it has not knowingly employed a person for whom a State Police and FBI fingerprint based criminal background check has not been initiated.
6. The school has not knowingly employed a person that is ineligible for employment under 105 ILCS 5/21 B-80.
7. The school has not knowingly employed a person who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age.

### **Student teachers:**

8. The school requires all student teacher candidates to authorize a fingerprint based criminal history records check.
9. The school can document that it performs a check of the Statewide Sex Offender Database for each student teacher candidate
10. The school can document that it performs a check of the Statewide Murderer and Violent Offender Against Youth Database for each student teacher candidate.
11. The school does not allow an individual to student teach unless the school administrator has completed and reviewed items #8 -10.
12. The school has not knowingly approved a student teacher candidate that is ineligible for participation under 105 ILCS 5/21 B-80.
13. The school has not knowingly approved a student teacher candidate that has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age.

## **ADDENDUM II**

## **Nondiscrimination**

The school complies with applicable federal and State laws prohibiting discrimination, including but not limited to the following:

1. Title IX of the Education Amendments of 1972 (20 USC 1681 et seq.)
2. The Individuals with Disabilities Education Improvement Act (20 USC 1400 et seq.).
3. The Age Discrimination in Employment Act of 1967 (29 USC 621 et seq.).
4. Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.).
5. Title VII of the Civil Rights Act of 1964 (42 USC 2000e et seq.).
6. The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.).
7. The school maintains a written description of its methods or procedures for complying with the applicable nondiscrimination requirements identified in #1 - 6.

## **ADDENDUM III**

## **Firearms, Drugs, Battery & Student Information Reporting System**

### **Battery Against School Personnel**

1. The chief school administrator shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel; and,
2. The chief school administrator shall notify the Illinois State Police within 3 days of each incident of battery (#1) through the School Incident Reporting System (SIRS) in IWAS.

### **Firearms & Drugs**

For purposes of #1 and #2 only, school grounds are defined as the real property comprising any school, any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity, or on a public way within 1,000 feet of a school.

1. The chief school administrator shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian.
2. The chief school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds.
3. The chief school administrator shall notify the Illinois State Police of such incidents (#1 - 2) through the School Incident Reporting System (SIRS) in IWAS.

## **ADDENDUM IV**

## **Staff Health Records**


1. All new employees present evidence of physical fitness to perform duties assigned.
2. All new employees present evidence of freedom from communicable diseases.
3. All new employees present evidence of a TB test
4. During the COVID-19 (or other extreme times pandemic) all employees will be required to:
  1. Have temperature taken and recorded each morning before reporting to the classroom – if temperature is above 100.4 the staff person will be sent home
  2. Comply with health questionnaire before reporting to the classroom
    1. If the employee has been exposed to COVID-19, the employee will be sent home; if he/she is tested positive for the virus, return to work will not be allowed for 14 days after symptoms are no longer present and a doctor has signed approval for return to work
  3. All employees must be vaccinated against COVID-19 and any other strains of the virus which may arise.

## **ADDENDUM V**

**GENERAL SCHOOL COMPLIANCE**

THE SCHOOL AGREES TO COMPLY WITH ANY OTHER APPLICABLE STATE OR FEDERAL LAW OR REGULATORY REQUIREMENT.

SUBMITTED TO BOARD OF DIRECTORS & APPROVED:



JUNE 1, 2022

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EXECUTIVE DIRECTOR

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DATE

**ADDENDUM VI**

All classrooms are cleaned throughout the day. At the end of the day, teachers should clean throughout their classrooms while the school uses a spray sanitizer which is specifically designed to kill germs, virus and the current covid19. All floors, walls, tables, chairs, shelving, and the intake grids must be cleaned and sanitized daily.

The school was built to meet LEAD standards. Our HVAC system has air cleaners and purifiers that filter, clean and purify the air. This system uses UV Light sanitizers to purify the air throughout the building. In addition, all children will be entering directly into their classrooms and outside time will be altered if there is a classroom who is utilizing a shared playground. No one wears outdoor shoes inside to ensure we are doing everything necessary to maintain a clean healthy environment.

If a child is identified with the virus - only that particular-classroom is affected. The child will be sent home asap and will not be allowed to return until he/she is symptom free and has a doctor's ok to return. The classroom will be shut down for 48 hours to thoroughly clean and disinfect and then all will be allowed to return.

We will check temperatures every morning and throughout the day as needed to help keep us on top of everything as much as possible.