

**THORNTON FRACTIONAL TOWNSHIP
HIGH SCHOOL DISTRICT 215**

**2022-2026
WORK RULES & REGULATIONS**

**ADMINISTRATIVE SUPPORT STAFF
MAINTENANCE STAFF/MANAGEMENT
CHEFS/SOUS-CHEFS**

THORNTON FRACTIONAL TWP HIGH SCHOOL DISTRICT 215
BOARD OF EDUCATION
AND
SUPERINTENDENT OF SCHOOLS

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Ms. Morgan Waller.....Board Vice-President
Ms. Andrea Ballard.....Board Secretary
Dr. Christopher Dodd.....Board Member
Mr. Richard Dust.....Board Member
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I. GENERAL RULES AND REGULATIONS

These rules and regulations are set forth under the policies of the District #215 Board of Education regarding non-licensed administrators and administrative support staff. Each employee should read and understand this document. It is to be followed by the employee and administrators in setting forth the conditions of employment. Employees in this book include: non-licensed administrators, administrative support staff, Maintenance Workers, Groundskeepers, Chefs and Sous-Chefs.

A. Physical Examinations

1. All new employees are required by the Board of Education and the School Code of Illinois to present evidence of physical fitness to perform the duties assigned. Evidence must consist of a physical examination by a physician licensed in Illinois or any other state to practice medicine and surgery in all its branches or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations or a physician assistant who has been delegated the authority to perform health examinations by his/her/their supervising physician not more than 90 days preceding the time of presentation to the school board.
2. All new employees will receive the required physical examination form from Human Resources, and the completed form must be filed with Human Resources prior to the first day of work.
3. The examination must have been conducted not more than 90 days prior to the date on which the employee was officially hired by the Board of Education.
4. The cost of the examination is paid by the employee.
5. The Board of Education may from time to time require an examination of any employee by a physician licensed in Illinois to practice medicine and surgery in all of its branches and agrees to pay the expenses of this examination from school funds.

B. Illinois Municipal Retirement Fund (IMRF)

Illinois law requires that support staff (non-licensed) employees contribute to the Illinois Municipal Retirement Fund unless their position calls for less than 600 hours of work per year. All employees will also contribute to Social Security and Medicare according to current federal guidelines. These deductions will appear on the employee's payroll check stub.

C. Salary

1. The starting rate of pay for maintenance workers and groundskeepers will be \$23.00/hour, with a shift differential of \$0.75/hour for afternoon shifts. All other rates of pay shall be as recommended by the Superintendent and approved by the Board of Education at the time of hire.
2. Employees must work at least 90 school days in order to receive the annual salary increase for the following year.

3. Employees will receive an annual wage increase of five percent, effective July 1st of each fiscal year. Continuing groundskeepers and maintenance workers who earn less than the above starting hourly wage will be advanced to the new wage, plus the annual increase.
4. Overtime pay for non-FLSA exempt employees shall be paid at a rate of one-and-one-half (1 ½) times the regular hourly wage for hours worked in excess of 40 hours per work week. Maintenance Workers and Groundskeepers shall also receive overtime pay for hours worked in excess of eight hours per day.
5. Overtime pay immediately before or immediately after a regular shift shall be no less than one-half hour. Overtime performed at a time other than immediately before or immediately after a regular shift shall be no less than two hours.
6. With prior approval of the Principal, and when the substitution lasts for four consecutive hours or more:
 - a. A Sous-Chef who substitutes for a Chef will be paid a premium of \$6.00/hour in addition to his/her/their regular hourly wage.
 - b. A Custodial Supervisor, Maintenance Worker, or Groundskeeper who substitutes for a Building Foreman will be paid a premium of \$7.00/hour in addition to his/her/their regular hourly wage.
 - c. A Maintenance Worker or Groundskeeper who substitutes for a Custodial Supervisor will be paid a premium of \$5.00/hour in addition to his/her/their regular hourly wage.
7. An employee who substitutes for an absent employee on a different shift will not receive a decrease in hourly wages.

D. Payroll Deductions

1. All deductions from an employee's pay must be requested in writing by the employee, unless the deduction is court ordered or is a payment to the District on behalf of the employee. Therefore, it is imperative that the necessary forms (federal and state W-4s, IMRF enrollment, credit union deduction, direct deposit, etc.) be submitted by all employees so that the proper deductions may be made from their paychecks.
2. Human Resources will supply the employee with the necessary forms upon initial employment. Subsequent changes in payroll deductions may be made by contacting the Payroll Coordinator.

E. Payroll Schedule

1. Payroll checks/direct deposits are normally distributed to employees on biweekly Fridays.
2. No check will be distributed to anyone other than the employee without written authorization from the employee.

F. Loss of Pay

1. Loss of pay may be necessary on some occasions. Although District #215 prefers not to have an employee lose any pay, it may be forced to do so if an employee is absent from work and that absence has not been excused.
2. Garnishment of wages through appropriate legal proceedings may also result in loss of pay.

G. Resignation

Notice of the intention to resign by an employee shall be submitted in written form at least 10 working days prior to termination date.

H. Terminal Pay

To qualify for any of the retirement benefits in this book, an employee must be eligible to retire based on the age and service standards of the Illinois Municipal Retirement Fund (IMRF).

1. An employee who retires, voluntarily resigns, or is dismissed as a result of a reduction in force and who has at least 10 years of full-time service in the District shall receive compensation for his/her/their accumulated sick leave, less any days of sick leave credited to the IMRF System, at the rate of \$50/day.
2. For the duration of this contract, an employee who has completed a minimum of 15 years of IMRF creditable service with District 215 shall receive, irrespective of any salary advancement set forth herein, a six percent salary increase for each of his/her/their two final years of service.

I. Discipline & Dismissal

1. The Superintendent may suspend an employee without pay for up to 10 days from his/her/their position when, in the judgment of the Superintendent, the employee's conduct is seriously detrimental to the operation of the school system. In the instance of gross misconduct, the Superintendent may recommend that the employee be terminated. In the event the Board does not sustain the suspension, the employee shall not sustain any loss of wages.
2. The dismissal of an employee shall only be at the recommendation of the Superintendent with the approval of the Board of Education. An employee will receive a pre-termination hearing with the Board .
3. Employees found to be using, in possession of, or under the influence of alcohol or drugs while on duty shall be subject to immediate disciplinary action. Repeated infractions by said employee may be cause for dismissal.

J. Promotion/Reassignment

1. Qualifications and past experience of employees shall be considered in all cases of promotion within a job classification.
2. Promotion/reassignment of staff does not result in a vacancy and does not require posting of a vacancy.

K. Employment Vacancies

All regular full-time and part-time job vacancies shall be posted at an identified location at each building for three working days before a recommendation to fill the vacancy is made.

L. Employee Records

1. Complete records for each employee shall be kept with the Human Resources Department.
2. Each employee shall have reasonable access to his/her/their own records with the exception of confidential recommendations.

M. Workers Compensation

An employee injured in the scope of his/her/their employment shall be required to complete an accident report no later than the third work day following the incident except in cases of emergency waivable by the Superintendent. An employee who has become injured in the scope of his/her/their employment, causing him/her/them to lose more than three work days, shall be entitled to temporary total disability (TTD) benefits as determined by the Illinois Workers' Compensation Commission; this benefit (approximately two-thirds of the employee's average weekly wage) can be supplemented by the employee's accumulated sick leave to receive full wages. TTD is not paid for the first three lost work days unless the employee misses 14 or more calendar days due to the injury.

N. Protection & Care of School Property

It is the duty of each school employee to safeguard and protect school properties in accordance with the School Code of Illinois. Care shall be taken to see that windows and doors are properly secured before leaving the building.

O. Discipline of Students by Support Staff Employees

Support staff personnel may take action to stop student acts of violence and vandalism as long as it is done objectively and without malice; however, they cannot administer discipline. In the event the building is closed, local authorities should be notified and a report will be filed with a building administrator.

P. Performance Evaluations

1. Evaluations of all full-time employees will be conducted annually and in conjunction with developed procedures.
2. Copies of the evaluation will be shared by the supervisor with each employee and placed in the employee's personnel file.
3. Wage increases for the next fiscal year will be contingent upon earning a proficient evaluation rating.

Q. Grievance Procedure

All employees should adhere to the following grievance procedure(s):

1. Submit the grievance to the employee's immediate supervisor in writing.
2. If the grievance is not settled at Step 1, and the grievance originated in one of the schools, it shall next be referred to the building Principal. Within ten business days, a meeting shall

be held with the employee(s), the immediate supervisor, and the Principal or Superintendent.

3. If the grievance is not resolved at Step 1 or 2, the matter shall be submitted in writing to the Superintendent within five business days.
4. If the grievance is not resolved at Step 3, the matter shall be presented to the Board of Education by the Superintendent at the next regular Board of Education meeting.
5. The decision of the Board of Education shall be final. In all cases, the above procedure shall be followed in sequential order.

R. Safety Procedures

1. Staff will be provided with a District 215 Staff Handbook, which includes a general safety policy and procedures manual.
2. Upon request, the immediate supervisor will provide an explanation of the sections of the manual that directly applies to said employee.

S. Probationary Employees

A new employee is deemed a probationary employee for three months from the first day worked by the employee. Probationary employees will not accrue vacation until after completion of the probationary period. A probationary employee may be dismissed or disciplined at any time without just cause.

II. BENEFITS

A. Medical/Dental/Vision/Life Insurance

1. The Board of Education shall offer medical, dental and vision insurance for regularly employed personnel scheduled for at least 30 hours per week and their dependents. The employee will share the cost of such insurance at the following monthly rates:

<u>PLAN</u>	<u>2022-2023</u>			<u>2023-2024, 2024-2025, 2025-2026</u>		
	<u>SINGLE</u>	<u>2-PARTY</u>	<u>FAMILY</u>	<u>SINGLE</u>	<u>2-PARTY</u>	<u>FAMILY</u>
Medical PPO	\$185.00	n/a	\$452.00	\$195.00	n/a	\$462.00
Medical HMO	\$177.00	n/a	\$425.00	\$187.00	n/a	\$435.00
Dental PPO High	\$52.64	\$99.00	\$165.63	Cost	Cost	Cost
Dental PPO Low	\$27.77	\$51.99	\$81.89	Cost	Cost	Cost
Vision	\$5.60	\$10.60	\$15.57	Cost	Cost	Cost

2. The Board of Education shall provide \$50,000 in Basic Life and Accidental Death & Dismemberment Insurance for all full-time personnel. Employees shall have the option of purchasing additional life insurance through payroll deduction.

3. Available insurance benefits are as defined by the carrier chosen by the Board of Education. During the life of this Agreement, the Board shall have the right to change insurance carriers, and/or third-party administrators.
4. The Board of Education shall provide maintenance of benefits by continuing hospital and medical insurance for all retiring employees at their own expense, per Illinois Insurance Code.
5. Employees who choose to decline comprehensive medical insurance benefits will receive \$1,000 annually (as two \$500 payments biannually). This amount will be pro-rated based on the employee adding or dropping coverage during the plan year.

B. Holidays

Full-time employees shall have the following paid holidays if they fall within the employee's work year:

- | | |
|--|---|
| 1. New Year's Day | 10. Columbus Day/Indigenous Peoples' Day |
| 2. Martin Luther King Day | 11. General Election Day (11/8/2022 only) |
| 3. President's Day/Lincoln's Birthday* | 12. Veteran's Day* |
| 4. Casimir Pulaski Day | 13. Thanksgiving |
| 5. Friday preceding Easter | 14. Day after Thanksgiving |
| 6. Memorial Day | 15. Christmas Eve |
| 7. Juneteenth | 16. Christmas Day |
| 8. Independence Day | 17. New Year's Eve |
| 9. Labor Day | |

*When Veteran's Day and/or President's Day/Lincoln's Birthday falls on the weekend and the school calendar is not affected, employees will not receive a paid holiday.

If a holiday falls on a Saturday, the holiday will be celebrated on Friday. If a holiday falls on a Sunday, the holiday will be celebrated on Monday. When Juneteenth and/or Independence Day falls on a Friday or Saturday, it will be celebrated on Thursday for non-maintenance department employees. When Christmas Eve and New Year's Eve fall on a Friday, they will be celebrated on Thursday. When Christmas Eve and New Year's Eve fall on a Sunday, they will be celebrated on Monday, with Christmas and New Year's Day celebrated on Tuesday. Employees working on paid holidays shall receive holiday pay in addition to overtime pay. If a holiday falls within a vacation period, the employee shall be paid for that day and it will not count as part of his/her/their vacation time.

C. Leaves of Absence

1. Sick

- a. At the beginning of each fiscal year, sick leave shall be credited to each full-time employee as follows:

Years 1 through 10 of full-time District 215 employment	15 days of sick leave
Years 11 through 20 of full-time District 215 employment	20 days of sick leave
Years 21 through 30 of full-time District 215 employment	25 days of sick leave

Years 31+ of full-time District 215 employment 30 days of sick leave.

- b. The number of days of sick leave credited in the first year of employment shall be pro-rated based on the employee's hire date.
- c. Unused sick leave day accumulation shall be limited to 360 days.
- d. Sick leave as referred to in this section shall be interpreted to mean personal illness, medical appointment, quarantine at home, serious illness or death in the immediate family or with a permanent resident of the household, or the birth, adoption, placement for adoption or the acceptance of a child in need of foster care.
- e. For purposes of this section, immediate family shall include: parents, step-parents, spouse, domestic partner, brothers, sisters, children, step-children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians per Illinois School Code (105 ILCS 5/24-6).
- f. The school board may require a certificate from a physician licensed in Illinois to
- g. practice medicine and surgery in all its branches, a chiropractic physician licensed
- h. under the Medical Practice Act of 1987, a licensed advanced practice registered nurse, a licensed physician assistant, or, if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith as a basis for pay during leave after an absence of three days for personal illness or as the school board may deem necessary in other cases.

2. Personal

- a. Each full-time employee shall be granted three days of personal leave per year chargeable to sick leave for the purpose of attending to matters which require absence during work hours. The number of days credited in the first year of employment shall be pro-rated from the employee's date of employment to June 30 (end of fiscal year).
- b. Notice of intent to take leave shall be made known in writing to his/her/their supervisor at least one day (except in emergency situations) in advance of the date of the proposed absence.
- c. If this leave is to be used immediately before or after a legal holiday, winter or spring break, within two weeks prior to the opening or closing of school, or for two or more consecutive days, the purpose of the leave shall be made known to the Superintendent and requires his/her/their approval on a district form at least one day in advance of the date of the proposed leave.
- d. Unused personal leave shall accumulate annually as sick leave days.

3. Vacation

- a. 12-month employees earn vacation. Vacation accrued the first year of employment shall be pro-rated from the employee's date of employment to the end of the fiscal Year (June 30). Thereafter, vacation time shall be accrued from July 1 through the following June 30 (fiscal year). If a person is hired on or prior to the 15th of the month, he/she/they shall be credited with a full month's earned vacation. If a person is hired after the 15th of the month, he/she/they shall not earn vacation for that fractional portion of the month that remains.

- b. In the second and subsequent years of employment, a rounding technique shall be used to credit vacation earned. The technique shall be as follows:
 - 1) If an employee has worked one half of his/her/their contractual work year plus one day, the employee shall advance to the next step on the vacation schedule.
 - 2) If the employee has not worked at least one half of his/her/their contractual work year plus one day, then the employee shall remain on the same step of the vacation schedule during the succeeding year.
 - 3) If an employee spent a portion of a school calendar year on an extended, unpaid leave of absence, he/she/they will not receive fringe benefits and will not accrue vacation time for the time spent on leave.
- c. 12-month employees (except maintenance department staff) will be required to use vacation to be compensated when the district closes for winter break and spring break; employees who have not yet accrued vacation will not be paid for these days. All other vacation schedule requests shall be subject to administrative approval.
- d. Vacation will be accrued bi-weekly for the first four months of the fiscal year and shall be taken in the year in which the credit is earned. Vacation will be accrued in a lump sum for new employees upon completion of their probationary period. A maximum of five unused days of vacation may be carried over from one fiscal year to the next.
- e. Twelve-month employees shall be granted a vacation allowance according to the following schedule*:

Year 1	15 days
Year 2	15 days
Year 3	15 days
Year 4	15 days
Year 5	16 days
Year 6	17 days

Year 7	18 days
Year 8	19 days
Year 9	20 days
Year 10	21 days
Year 11+	22 days

*An employee who earned greater than 22 vacation days prior to 2022 will continue to earn the same number of vacation days each year.

- f. Upon resignation, reduction-in-force, or retirement, employees shall receive payment for accrued vacation days at the employee’s regular hourly rate of pay.
- g. Vacation time may not be extended by use of personal leave unless approved in writing and in advance by the Superintendent or designee.

4. Family and Medical Leave Act (FMLA)

This leave will be granted under the current terms of the federal Family and Medical Leave Act in effect at the time the request is made. Accumulated sick, personal, and vacation leave will run concurrently with FMLA leave. FMLA leave is granted based on the District’s fiscal year, which runs July 1 through June 30.

5. Bereavement

Each employee may be granted a leave of absence as needed up to a maximum of five days per occurrence; this is in addition to sick leave and shall be paid at regular rate of

pay. This leave is applicable for members of the immediate family, including: parents, step-parents, spouse, domestic partner, brothers, sisters, children, step-children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

6. Jury Duty

Personnel called for Jury Duty shall be paid their regular rate of pay.

7. Extended Illness

Upon expiration of accumulated sick, personal, and vacation days, FMLA leave, and days granted from the Administrative/Support Staff Sick Leave Bank, and upon submission of a request for additional leave supported by medical evidence satisfactory to the Board, an employee may be granted up to two additional calendar months of unpaid leave. During the period of extended illness leave, the employee shall receive no pay or fringe benefits except that insurance can be kept in effect at the expense of the employee on a pre-payment plan. Subsequent leaves of absence shall be granted only upon the recommendation of the Superintendent and approval by the Board of Education. Upon expiration of the final leave of absence, the employee has the option of: returning to work (if able to meet the essential function requirements of the position), retirement, resignation or termination.

8. Parent/Child Rearing

Employees with at least two continuous years of employment shall be granted parental leave without pay or other benefits subject to the following conditions:

- a. Application for child rearing leave shall be made in writing to the Superintendent at least sixty (60) calendar days before the proposed commencement of such leave.
- b. The staff member and the Superintendent or designee shall mutually determine the commencement and termination of the leave. The leave shall not exceed the balance of the school year in which it commences and one additional school year.
- c. Sick leave shall not be applicable during the period of child rearing leave. Any accumulated sick leave available at the commencement of the leave shall be available to the staff member upon return to active employment in the District.
- d. Any staff member on parental leave shall notify the Superintendent in writing by March 1st of his/her/their intent to return to employment the following school year.
- e. A male qualifying staff member shall be entitled to a child rearing leave of absence. Such leave shall be unpaid and shall be subject to all of the applicable notice and other requirements as set forth in this Article.
- f. An employee granted a leave of absence hereunder shall agree in all cases, as a condition precedent to the granting of such leave, to waive any claim to unemployment compensation. In the event such waiver is not effective, the employee agrees to reimburse the Board for any resultant unemployment compensation costs incurred by the Board.
- g. Upon return to employment from leave, the staff member shall receive an available assignment consistent with his/her/their primary position held prior to leave,

provided that leave status will not exempt the staff member from a reduction in force (RIF). Placement in his/her/their previous assignment is not guaranteed.

9. General

This leave shall be granted under general leave provisions without salary, without salary advancement, without IMRF, and without all fringe benefits for a maximum of three months. Intent to return to work shall be submitted 30 days prior to leave return date. Failure to do so will result in the termination of employment.

D. Tuition Reimbursement

Reimbursement of actual tuition costs and laboratory fees for successful completion of courses or workshops approved in advance by the Principal and Superintendent/Associate Superintendent shall be the same as for the teachers. This benefit will not be available to new employees until they have successfully completed 90 days of employment.

E. Deferred Compensation / 403(b) Plan

Upon an employee's written authorization, the Board will deduct money from his/her/their pay on a regular basis and remit this money to a tax-sheltered annuity program the employee elects. The full-time employee agrees to save and hold harmless the Board from any and all liabilities of the annuity program incurred as a result of this paragraph. It is agreed that any employee who wishes to participate in such plan shall choose a plan from the current list (available online at www.tsacg.com). Additional plans may be approved if a minimum of five (5) staff members wish to participate.

F. Administrative/Support Staff Sick Leave Bank

1. Membership is open to all present employees in this classification.
2. New employees must complete one full year of district employment before becoming eligible to enroll.
3. Enrollment will be limited to the month of July each year by written notice of an employee's desire to enroll.
4. Members at the time of enrollment in the Administrative/Support Staff Sick Leave Bank shall have five days deducted from their accumulated sick leave.
5. The Board of Education will contribute four days for each new member to the Administrative/Support Staff Sick Leave Bank.
6. Members dropping voluntarily from the Administrative/Support Staff Sick Leave Bank or terminating employment shall not be returned their contribution(s).
7. Participating members may be assessed additional days to replenish the Administrative/Support Staff Sick Leave Bank.
8. Written application to withdraw sick leave shall be made to the Superintendent, who will bring the request to the Board of Education. The Board's decision shall be final and given in writing to the applicant.
9. Human Resources will maintain all records on the Administrative/Support Staff Sick Leave Bank.

III. WORKING CONDITIONS

A. Work Hours & Days

1. There will be three regular 8-hour work shifts (first, second and third), as well as a flexible shift when necessary for Maintenance Workers and Groundskeepers. Start and end times are determined by the Director of Facilities or designee. Any deviations from the regularly assigned shift must be approved by the Director of Facilities or designee.
2. If it is necessary to amend the staffing levels for Maintenance Workers and Groundskeepers during summer break, winter break or spring break, volunteers shall first be sought. If the number of volunteers exceeds the number of positions, positions shall be filled by seniority. If an employee volunteers to change shifts, the employee forfeits any pay differential. If the Board of Education enforces a mandatory shift change, the employee shall suffer no loss in pay, A mandatory shift change will be filled by inverse seniority.
3. Full-time employees are scheduled to work an eight-hour day, for a total of 40 hours per week, with a 30-minute lunch period and two 15-minute breaks to be included. With consent of the immediate supervisor, employees may take a one-hour lunch period if he/she/they surrenders his/her/their breaks.
4. During summer break, the administrative offices of the Board and the buildings will be open from 7:00 a.m. to 4:30 p.m. Monday through Thursday. Administrative Support Staff and Chefs may choose to work one of the following summer schedules, which shall constitute a 40-hour work week:
 - a. Monday through Thursday from 7:30 a.m. to 4:00 p.m., with a 30-minute lunch, and be charged with four hours of leave (vacation or personal) for each Friday (an employee on this schedule will be charged 1.125 days of leave when missing one of these work days); OR
 - b. Monday through Thursday from 7:00 a.m. to 4:30 p.m., with a 30-minute lunch, and not be charged leave for each Friday (an employee on this schedule will be charged 1.25 days of leave when missing one of these work days); OR
 - c. Monday through Thursday from 8:00 a.m. – 4:00 p.m., with a 30-minute lunch and two 15-minute breaks (or a one-hour lunch with supervisor approval), and be charged with one day of leave (vacation or personal) for each Friday.
5. Employees may request a change in scheduled work hours or assigned work with the knowledge and consent of their immediate supervisor.
6. In the event the district closes for inclement weather or other emergency purposes, non-maintenance employees will have the following options:
 - a. Telework
 - b. Use accrued, paid leave (i.e. vacation or personal leave) to be paid for the day;
 - c. Make up the lost time on another date(s) approved by district administration.
7. An employee who must be absent due to sickness or other cause shall report such absence to his/her/their immediate supervisor. This report should be made as early as

possible so that the employee's supervisor can attempt to arrange for coverage of the assignment.

8. In order to promote security of the buildings and to provide the business office with accurate information, all hourly employees must swipe/clock in at the start of each shift and swipe/clock out at the end of each shift. Employees shall not swipe/clock in or out for another employee. Breaking of this rule shall be deemed cause for dismissal.
9. The District reserves the right to dock hourly employees for reporting late to work, leaving work early, or any other working situation resulting in a work week less than 40 hours. Formal discipline will be assigned for excessive tardiness.

B. Uniforms

1. Maintenance workers, groundskeepers, chefs and sous-chefs are expected to wear a District-issued/approved uniform unless otherwise instructed by his/her/their immediate supervisor. Formal discipline will be assigned for repeatedly violating this policy.
2. New maintenance workers, groundskeepers, chefs and sous-chefs will be issued five complete uniforms upon hire, and continuing employees may return one or two uniforms to their immediate supervisor as an even exchange for a new uniform(s) in each fiscal year at no cost to the employee. Each employee shall be responsible for cleaning and maintaining the uniforms, which shall be the property of the Employer. Uniforms must be returned to the immediate supervisor upon resignation, retirement, reassignment, or termination of employment. Rain suits will be provided at each building.
3. Additional protective and safety items will be provided as required. Issuance of such equipment will be noted and the employee will be expected to wear the protective clothing and/or equipment when performing the operations that necessitate the items. Employees are responsible for using required protective clothing and/or equipment when operating safety equipment.

C. Line of Authority

The Director of Facilities, the Building Foreman, and the Custodial Supervisor have direct authority over maintenance employees. This authority includes the responsibility for scheduling and assigning work; supervision of scheduled work and jobs; and evaluation of scheduled work and jobs. The organizational structure and line of authority may be revised by the administration to improve the delivery system of the maintenance services.