

RECORD OF RECEIPT OF EMPLOYEE HANDBOOK

I, _____, acknowledge receiving the Mokena School District 159 employee policy handbook.

I clearly understand that this policy handbook does not create a contract for employment with Mokena School District 159, and that Mokena School District 159 may change or modify the policies and procedures in this handbook at any time, with or without prior notice. I also understand that Mokena School District 159 will make every reasonable effort to inform me of any changes on a timely basis. I have read and understood the policies outlined in the Mokena School District 159 handbook, and agree to abide by the rules and regulations of Mokena School District 159 during my employment with the district. I understand that violating the policies and rules set out in this handbook may lead to discipline, up to and including termination.

Employee - Print Name

Date

Employee Signature

Adopted: June 6, 2012
Revised: January 20, 2016

TABLE OF CONTENTS

General Information – Section 1

Superintendent's Welcome Letter.....	1
Mission Statement.....	2
Statement of Beliefs	2

EQUAL EMPLOYMENT OPPORTUNITIES..... 3

AMERICANS WITH DISABILITIES ACT	4
Employment	4
Programs and Facilities.....	4
Enforcement.....	4

THE DISTRICT	5
Administration Offices	5
Schools	5
Website	5

EMPLOYMENT	6
General Information.....	6
Employment Categories	6
Work Schedules	6
Requirements.....	7
Orientation	7
Employment at Will	8
Annual Evaluations	8
Explanation of Wages	8
Employee ID's.....	8
Employment Forms	8

OTHER INFORMATION	9
Role Models for Children.....	9
Chain of Command	9
Personnel Records.....	9
Release of Credit Information.....	10
Meal Periods	10
Gifts to Staff	10
Solicitations	10
Mileage Reimbursement	10
Copy Charge.....	10
Sales Tax Exemption	10
Ways to Help Your School.....	10

ETHICS IN THE WORKPLACE	11
Ethics-General Personnel.....	11
Mandated Reporters.....	11
Confidentiality.....	11
Political Activities.....	11
Outside Employment and Conflict of Interest.....	11

Maintaining Student Discipline	12
Compensation Process – Section 2	
PAYROLL PROCEDURES	1
Direct Deposit Enrollment.....	1
Overtime/Compensatory Time.....	2
Extra Payments.....	2
DEDUCTIONS	3
Federal Income Tax	3
State Income Tax	3
FICA (Federal Insurance Contributions Act).....	3
FICA-Medicare	3
Illinois Municipal Retirement Fund.....	4
403(b) Retirement Plans	4
Credit Union	4
NCPERS Life Insurance	4
Vision Insurance.....	5
Voluntary Life Insurance	5
Cancer and Accident Insurance	5
Employee Benefit Information – Section 3	
EMPLOYEE INSURANCE	1
Carrier	1
Cost	1
Medical Coverage	1
Affordable Care Act	1
Dental Coverage	1
Term Life Coverage.....	1
Insurance Termination.....	1
Continuation of Insurance	2
HIPAA Privacy Information	2
EMPLOYER CONTRIBUTIONS	3
FICA (Federal Insurance Contribution Act).....	3
FICA-Medicare	3
Illinois Municipal Retirement Fund.....	3
HOLIDAYS	4
ATTENDANCE	5
Notification	5
Sick Days	5
Personal days	6
Condolence Days.....	6
Jury Duty.....	6
Vacation	6
Prorated Vacation Days When Employment Ends.....	7
LEAVES OF ABSENCE	8
Non-Paid Leave	8
Military Leave	8

Extraordinary Leave of Absence	8
FAMILY MEDICAL LEAVE	9
Eligibility	9
Continuation of Health Benefits	9
Duration of Leave	9
Return to Work	9
 Employment Policy Information – Section 4	
DRUG, ALCOHOL AND TOBACCO-FREE WORKPLACE	1
Drug & Alcohol Free Workplace	1
Tobacco-Free Workplace	2
District Action upon Violation of Policy	2
 SEXUAL HARASSMENT	3
 TECHNOLOGY	4
Purpose of Technology Use	4
Responsibilities	4
Workshops	4
 UNIFORM GRIEVANCE PROCEDURE	5
Filing a Complaint	5
Investigation	6
Decision and Appeal	6
Complaint Managers	6
 Safety and Health Information – Section 5	
PERSONAL INJURY AND/OR DAMAGE TO PROPERTY	1
Employee Injuries	1
Other Injury Claims	1
School Property Damage	2
 EMERGENCY INFORMATION	3
Emergency Closings	3
Emergency Protocol	3
 ENVIRONMENTAL EFFORTS	4
Chemical Sensitivity	4
Pest Control	4
 COMMUNICABLE AND CHRONIC DISEASES	5
General Personnel Procedures	5
Bloodborne Pathogens Training	5
 SAFETY TIPS	6
 When Employment Ends – Section 6	
TERMINATION	1
Resignation	1
Retirement	1

Dismissal	1
Reduction In Force and Recall	1
Suspension	1
Final Paycheck.....	1
Exit Interview	1

Annual Updates – Section 7

Employee Benefits at a Glance	
Work Schedules.....	
Board of Education	
Administrative Staff	
Uniform Grievance Complaint Managers.....	
Medical Insurance Options.....	
Ways To Help Your School	
Dates To Remember.....	
Regularly Scheduled Payroll Dates	
403(b) Service Providers.....	

GENERAL INFORMATION

WELCOME TO MOKENA SCHOOL DISTRICT 159

I would like to take a moment to welcome you to Mokena School District 159. We are committed to providing the very best service to our students, parents, and the community. We can only accomplish this and focus on student achievement, if all of us are constantly committed to doing our best work to ensure students' needs are being met. This requires a team effort, and as a member of the team, you have a vital role to play in the education of our students.

This handbook provides you with the basic information you need to know - the policies, procedures and practices that affect your employment. A great deal of information about the district is contained in this handbook for classified employees. The information is of great value to long-time staff members, as well as those who are just joining the district. I encourage you to be thoroughly familiar with this handbook. If you have questions about the handbook, please contact your immediate supervisor.

I hope you enjoy your employment here and realize your efforts contribute significantly to the overall success of the school buildings, the District, but most importantly our students. I look forward to a long association with you as a member of our District 159 family.



Dr. Omar Castillo
Superintendent

Mission Statement

The mission of Mokena School District 159 is to prepare students to be confident, life-long learners and productive citizens by challenging them to reach their fullest potential and by providing a quality educational environment.

Statement of Beliefs

We believe that:

- Schools should provide students with the basic skills necessary to become productive citizens in an ever-changing world.
- Education should meet the needs of students with varied learning abilities.
- Every child can learn.
- All students are entitled to the opportunity to obtain a quality education.
- Self-esteem is fundamental to success.
- Students have the responsibility to be actively engaged in the learning process.
- The primary function of education is to teach children how to learn.
- All people have value.
- Schools should teach students to be responsible citizens.
- Schools should prepare students to live in a multi-cultural global society.
- Access to education is a fundamental right.

It is a goal of all employees to provide a high-quality learning environment conducive to the realization of the district's mission.

EQUAL EMPLOYMENT OPPORTUNITIES

Mokena School District 159 provides equal employment opportunities to all persons regardless of race, color, religion, creed, national origin, sex, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship status, use of unlawful products while not at work, physical or mental handicap or disability, and other legally protected categories, if otherwise able to perform the essential functions of the job with reasonable accommodation.

Every employee and manager/supervisor has the responsibility to uphold this policy. If any questions arise or there are issues to be addressed, please contact the equal opportunity officer (See **Annual Updates Section 7 – Uniform Grievance Complaint Managers**) and the officer will handle all concerns. Mokena School District 159 takes seriously and will investigate promptly and thoroughly all charges of alleged discrimination in employment, and will inform Mokena School District 159 employees of their rights in regard to equal employment.

Initiating a complaint shall not adversely affect the complainant's terms or conditions of employment.

AMERICANS WITH DISABILITIES ACT

No otherwise qualified individual shall, by reason of the individual's disability, be excluded or otherwise denied opportunity for participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by the Board of Education.

The term "disability" means a physical or mental impairment that substantially limits one or more of the individual's major life activities. The term includes individuals who have a record of such impairment or who are regarded as having such impairment.

Notice of the Board's policy of non-discrimination on the basis of disability shall be posted throughout the district and published in statements regarding the availability or employment opportunities, educational services, or Board-sponsored programs.

Employment

Applicants for employment **shall not** be required to undergo a physical examination prior to an offer of employment. During the application process inquiries cannot be made as to whether such person has a disability, or the nature or severity of the disability, unless such inquiry is related to the applicant's ability to perform essential job functions.

Reasonable efforts must be made to accommodate individuals with disabilities. Reasonable accommodations may include, but are not limited to: job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

Programs and Facilities

The instructional program and activities in conjunction with the facilities shall be operated so that, when viewed in their entirety and to the maximum extent feasible, shall be readily accessible to and usable by individuals with disabilities. No individual with a disability is to be denied an opportunity to participate in a District 159 program that is available to non-disabled persons.

Enforcement

The Director of Student Services, Mrs. Eileen Parente is designated as the district coordinator for the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Complaints shall be directed to the coordinator for prompt investigation and equitable resolution. A written statement, setting forth the facts and/or perceived wrongful act, should be submitted to the coordinator within thirty days after the incident or act.

In the event the matter cannot be resolved informally within ten business days after receipt of the written complaint, the coordinator will advise the complainant of his/her right to a hearing as set forth in the above-mentioned act.

THE DISTRICT

The Mokena School District is operated under the guidance of the Mokena School District Board of Education. The district consists of:

Administration offices:

Mokena School District 159 – District Office

11244 Willowcrest Lane

Mokena IL 60448

(708) 342-4900

(708) 479-3143 (Fax)

Superintendent

Assistant Superintendent of Curriculum

Chief School Business Official

- Accounting
- Payroll/Benefits
- Transportation

Director of Student Services

- Assistant Director of Student Services

Director of Technology

Director of Buildings and Grounds

Director of Food Service

Schools:

Mokena Elementary School (Early Childhood & Grades K, 1, 2 & 3)

11244 Willowcrest Lane

Mokena IL 60448

(708) 342-4850

(708) 479-3120 (Fax)

Mokena Intermediate School (Grades 4 & 5)

11331 W 195th Street

Mokena IL 60448

(708) 342-4860

(708) 479-3103 (Fax)

Mokena Junior High School (Grades 6, 7 & 8)

19815 Kirkstone Way

Mokena IL 60448

(708) 342-4870

(708) 479-3122 (Fax)

Website

The Mokena School District website, www.mokena159.org, contains links to each school, Board of Education information and a "Staff Resource" area. You can remotely access your Mokena 159 e-mail from the website.

EMPLOYMENT

General Information

The district shall hire the best-qualified personnel consistent with budget and staffing requirements. All applicants must complete a district application form in order to be considered for employment.

Employees have the opportunity to advance within the district. Employment opportunities within the district are posted internally at each building for five days. After the jobs have been posted internally, the employment opportunities are available for public viewing on the school website at www.mokena159.org.

Employment Categories

All positions are established by the Board of Education. Upon the Superintendent's recommendation and approval by the Board of Education, the general duties and authority of each employment category are contained in the respective position's job description. Job descriptions may be viewed in the district office.

- **Classified** – part-time and full-time employees. Classified employees should have the appropriate education, experience and permits as specified in the position's job description.
- **Certified** – requires teacher or administrator certification. All certified staff shall have a valid teaching license and appropriate endorsements issued by the appropriate Illinois licensing/certification entity and such other qualifications as specified in the position's job description.
- **Director** – is a supervisory position. Educational or administrative license is not required for a director position. The State of Illinois may require certification for a particular director position (i.e. Food Service Director).
- **Administrator** – is a supervisory position. All administrative personnel shall have a valid administrative license and appropriate endorsements issued by the State Certification Board and such other qualifications as specified in the position's job description.

Work Schedules

The district's employment categories have varied work schedules. It is important that an employee be present for the scheduled work days for their position. For an overview of the days that an employee is expected to work see **Annual Updates Section 7- Work Schedules**. There are many scheduled days off throughout the year (i.e. holidays, Thanksgiving, Christmas and Spring Break, Summer Break); vacations should be scheduled during these breaks. The prior practice of employees on work schedules other than year round/12 month taking non-work days on student attendance days has been eliminated.

Requirements

Upon hire, the applicant must provide the following information to the district office:

- **Physical Examination:** A physician's statement indicating that an employee is free of communicable disease and is physically fit to engage in their assignment must be submitted. A tuberculosis test is required as part of the physical examination. The doctor should indicate the results of either a skin test or a chest x-ray on the physical form. This completed form should be submitted to the district office by the employee's first day of work, or must be received within 25 working days from the first day of employment or employment may be terminated.
- **State and Federal W-4 Forms:** These forms are required in order to withhold the correct amount of Federal and State Income Tax from each paycheck. The amount of tax withheld depends, in part, on the number of allowances claimed on this form. These completed forms will remain valid until new forms are filed with the payroll department. Payroll withholding can be changed anytime during the year. W-4 Forms can be found on the district web-site (www.mokena159.org) under Staff Resources, on the intranet, or in the payroll department.
- **Employee Criminal Background Check:** The State of Illinois requires that all new hires have a Livescan Fingerprinting (or similar fingerprint background check) in order to provide the district with an Employee Criminal Background Check. Livescan Fingerprinting will be done at:

Will County Regional Office of Education
702 W. Maple Street
New Lenox, IL 60451
815/740-8360
- **Employment Eligibility Verification (I-9) Form:** All employees, citizens and non-citizens, hired after November 6, 1986, must complete Section 1 of the I-9 form at the time of hire, which is the actual beginning of employment. Proper identification, as listed on the form, must be presented to the district office at the time the form is returned. This information is collected to preclude the unlawful hiring of aliens who are not authorized to work in the United States.
- **Department of Children and Family Services Form:** The State of Illinois requires that this form to be completed to acknowledge that working in a school district assigns an employee Mandated Reporter Status. Employees are required to report or cause a report to be made to the National Child Abuse Hotline (1-800-25-ABUSE, 1-800-252-2873) if there is reasonable cause to believe that a child may be abused or neglected.

Orientation

The supervisor will provide the new employee with the school's rules and regulations and the responsibilities of the position. The District office will provide orientation information for new employees to acquaint them with district policies and procedures and the compensation and benefits package.

Employment at Will

District employment is at-will, meaning that employment may be terminated by the district or employee at any time, except that dismissal for reduction in force requires 30 days advance notice. Nothing in Board of Education policy is intended or should be construed as altering the employment at-will relationship.

Employees should understand that nothing in this document, or in any prior or subsequent written or oral statement, creates a contract of employment or any rights in the nature of a contract.

Annual Evaluations

Employee evaluations are intended to be given on an annual basis. Supervisors will provide the employees with a copy of the written evaluation and will discuss job performance with each employee. Employee job evaluations are intended to be a positive learning experience. Areas of professional strength will be noted as well as areas intended for the employee's professional growth in the coming year. A copy of annual job evaluation will be included in employee personnel files. Your direct supervisor can provide you Classified Staff and/or Paraprofessional Performance and Planning Form.

Explanation of Wages

Prior to the end of the year, each employee receives an Explanation of Wage form indicating the following year's salary and intent to return the following school term. Employees are required to sign and return one copy of the Explanation of Wage form to the district office by the due date indicated on the form.

Employee ID's

Every employee will be required to have their picture taken each fall by the school photographer's for the purpose of an ID badge. Employees are expected to wear their ID badges at all times. If an employee is not available when pictures are taken, they should contact the District office to make alternate arrangements as soon as possible.

Employment Forms

The following forms are available for your convenience on the district website or they may be found on the individual building's intranet.

W-4 Federal & State
Request to be Excused Form
Direct Deposit Form
403(b) Vendor List
Change of Name/Address Form

OTHER INFORMATION

Role Models for Children

Our employees who come into contact with students are expected to serve as role models for children. Classified staff should report to work attired in a safe and thoughtful manner to perform their job responsibilities. Language, gestures, jewelry, tattoos and clothing shall be judged appropriate using this standard. All staff shall present themselves in a professional manner. Matters of personal dress and grooming will be regulated when it is related to projecting an appropriate professional image, presents a threat of disruption to the education process or threatens student or staff health and welfare.

Chain of Command

Mokena School District 159 wishes to keep the lines of communication open with the staff. Please follow the chain of command to communicate any questions, issues or ideas that you may have. Here are a few simple steps to follow:

- Always try to resolve disputes, get questions answered or express the idea to your immediate supervisor first. Give him/her an opportunity to listen and try to solve the situation. Even if the direct encounter with your immediate supervisor fails to resolve the problem, your credibility with the next-level administrator(s) will be greatly enhanced if you resist the urge to circumvent the chain of command.
- If you have a disagreement or problem with a co-worker or supervisor, address the issue first with the person directly. Yes, it can be uncomfortable. No, it is not easy. But it is always the place to start.

Personnel Records

Mokena School District 159 regards employee information as confidential and respects the need to protect each employee's privacy. The district maintains a complete personnel record for every current and former employee. Only one official personnel file shall be maintained. No material shall be placed in the file unless the employee has received a copy of the material. The employee shall have the right to respond, within thirty (30) calendar days, to any material, that is placed in his/her file, and his/her response shall be attached to the material.

The employees' official personnel records shall be maintained in the administrative office of the District, under the direct supervision of the superintendent. Upon request, with an administrator present, an employee shall have the right to examine his/her official personnel file. Every effort will be made to arrange for the examination of the file within two (2) working days of the request. The employee, at his/her expense, may reproduce any materials in his/her file that each employee has legal right to see. In the event any file materials are determined to be inaccurate or unfair by the administration, such portion of materials will be removed from the employee's file.

Release of Credit Information

Mokena School District 159 will confirm only employment dates when requested for credit information about a district employee. A company requesting wage information must do so in writing and the form must include the employee's signature. An administrator will authorize the form before the information is released.

Meal Periods

Employees who work at least 7 continuous hours shall receive a 30-minute duty-free meal break without pay, which begins within the first 5 hours of the employee's workday.

Gifts to Staff

Students, parents, and others are discouraged from routinely presenting gifts to district employees. Letters of appreciation to staff members are always welcome.

Solicitations

Employees shall not solicit donations or sales, nor shall they be solicited for donations or sales, on school grounds without prior approval from the Superintendent.

Mileage Reimbursement

Mileage reimbursement will be based on the current IRS mileage reimbursement amount, and must be pre-approved by the building administrator and Superintendent.

Copy Charge

Personal copies may be made at a cost of \$.10 per page. Employees should check with the administrative office for additional information.

Sales Tax Exemption

The school district is exempt from paying sales tax. If an employee is requested or required to purchase materials to be used on the job, a copy of the tax-exempt letter will be provided when asked so that sales tax is not charged. By notifying the supplier prior to the purchase, the sales tax will not have to be paid on these purchases. The District does not reimburse sales tax on any purchase.

Ways to Help Your School

(See Annual Updates Section 7 – Ways to Help Your School)

ETHICS IN THE WORKPLACE

Ethics - General Personnel

All district employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members, and others.

Mandated Reporters

Mandated reporters are professionals who may work with children in the course of their professional duties. There are seven groups of mandated reporters. One of those groups is school personnel. School personnel include administrators, certified and classified staff.

It should be noted that the protection of children is the responsibility of the entire community and that the law provides that anyone may make a report to the Hotline. Mandated reporters are required to report suspected child maltreatment immediately when they have "reasonable cause to believe" that a child known to them in their professional or official capacity may be an abused or neglected child". (ANCRA Sec.4) This is done by calling the DCFS Hotline at 1-800-252-2873 or 1-800-25ABUSE. As professionals who work with children, mandated reporters are assumed to be in the best position to recognize and report child abuse and neglect as soon as possible.

Confidentiality

As a school employee, you may be aware of situations regarding students or staff or it may be necessary for you to work with student or personnel files which contain sensitive information. The district takes the concept of confidentiality very seriously. It is imperative that confidential information be kept on a need to know basis.

Political Activities

District employees shall not engage in partisan political activities during working hours. Employees shall not circulate political petitions on school premises. Students shall not be used or involved in any manner for promoting a political candidate or issue.

Outside Employment and Conflict of Interest

No district employee shall be directly or indirectly interested in any contract, work, or business of the district, or in the sale of any article by or to the district, except when the employee is the author or developer of instructional materials listed with the State Board of Education and adopted for use by the board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

No employee shall act as an agent of the district nor shall an employee act as an agent of any business in any transaction with the district for the purpose of acquiring profit or personal gain.

Employees shall not engage in any other employment or in any private business during regular working hours and such other times as are necessary to fulfill appropriate assigned duties.

Maintaining Student Discipline

Maintaining an orderly learning environment is an essential part of a school district's responsibilities. When an employee observes inappropriate behavior from a student, the appropriate course of action would be to immediately seek out the student's teacher or other personnel in charge of an event. If corrective action is not heeded, the employee's immediate supervisor or designee should be notified immediately so that the next course of action may be discussed and decided upon. Telephoning the Mokena Police Department is always an option if the seriousness of the situation so warrants.

Mokena School District 159 employees cannot use physical force with students unless presented with specific circumstances, such as to keep student(s), school personnel, and others safe, or for self-defense or defense of property.

COMPENSATION PROCESS

PAYROLL PROCEDURES

Payroll checks shall be issued bi-weekly, twenty-six (26) times per year every other Friday. (See **Annual Updates Section 7 – Payroll Dates**).

- If a regular pay date falls on a scheduled non-work day or holiday, paychecks will be distributed on the workday preceding that date. Checks and Direct Deposit will be dated the regular pay date.
- If banks are closed on the pay date, checks and Direct Deposit will be dated one day prior to the regular pay date.
- If a paycheck is lost, the payroll department should be immediately notified. A replacement check will be issued ten days after the pay date; this may allow time for the check to surface.

NOTE: *Periodically it is necessary for all employees who are paid year round to have an adjusting year because bi-weekly pay periods result in beginning paydays falling earlier each fiscal year. For this reason, there will be an occasional fiscal year in which bi-weekly payrolls will be reset. Affected employees will be notified prior to the fiscal year requiring an alternative pay schedule.*

Direct Deposit Enrollment

Every employee has the opportunity of participating in Direct Deposit. Direct Deposit is a program in which an employee's payroll check is electronically deposited directly into the employee's choice of checking, savings, or money market accounts. Employees enrolled in Direct Deposit will receive their direct deposit notification via e-mail on payday. The notification will indicate the deductions, benefits and net pay deposited. Employee's interested in enrolling in Direct Deposit must complete a "SIGN-UP/AUTHORIZATION FORM" that is available on line at www.mokena159.org under Staff Resources, on the intranet or in the payroll department. The form should be returned to the payroll department accompanied by a voided check from the account to be credited. Requests for Direct Deposit into savings accounts must include a written verification from the bank, of the account and routing number, attached to the enrollment form.

If an employee's Direct Deposit account has been modified in any way or the employee wishes to change the account used for Direct Deposit, a new Direct Deposit form must be completed.

All new classified employees will be encouraged to enroll in Direct Deposit.

Overtime

A classified employee works overtime whenever the employee works more than 40 hours during a single workweek. Overtime is paid at time and a half. State of Illinois does not acknowledge compensatory time. Exempt employees are not eligible for compensatory time.

Overtime will not be allowed without prior authorization from the employee's immediate supervisor. Supervisors will consider whether the request will be detrimental to the operation of the organization (i.e. school office setting, maintenance, custodial).

Extra Payments

Schedule B, extra duty and stipend payments will be made with regular payroll checks. This includes payments to gatekeepers, scorers, and timekeepers for the various athletic functions. Schedule B payments are made on the second pay period of each month.

DEDUCTIONS

Federal Income Tax

Mokena School District 159 is required to withhold Federal Income Tax (FIT) from our employees' wages. The amount of Federal Income Tax withheld depends on:

- Payroll periods
- Employee marital status
- Amount of wages
- Number of withholding allowances claimed by the employee

All new employees are required to complete Federal Form W-4, Employee's Withholding Allowance Certificate.

Employees may request an additional flat amount or an additional percentage of Federal Income Tax to be withheld. Any employee that wishes to change Federal Income Tax Withholding can find the Federal W-4 form on the district website, www.mokena159.org under Staff Resources, on the intranet or they can request a W-4 form from the payroll department. Withholding changes can be made at any time during the year.

State Income Tax

Mokena School District 159 is required to withhold State Income Tax (SIT) from all employee wages. The current rate of State Income Tax is 3%.

All new employees are required to complete State Form W-4, Employee's Illinois Withholding Allowance Certificate.

Employees may request an additional flat amount or an additional percentage of State Income Tax to be withheld. Any employee that wishes to change State Income Tax Withholding can find the State W-4 Form on the district website, www.mokena159.org under Staff Resources, on the intranet or they can request a W-4 form from the payroll department. Withholding changes can be made at any time during the year.

FICA (Federal Insurance Contributions Act)

According to the Internal Revenue Service, classified employees are subject to pay FICA (Social Security) withholding. The employees' share of FICA is 6.20% of taxable wages and Mokena School District 159 pays an additional 6.20% of your taxable wages as a benefit.

FICA-Medicare

All classified employees are subject to FICA-Medicare withholding. The employees' share of FICA-Medicare is 1.45% of taxable wages and Mokena School District 159 matches this amount.

Illinois Municipal Retirement Fund

School district employees working over 600 hours per year are required by law to participate in the Illinois Municipal Retirement Fund (IMRF). IMRF members contribute a percentage of their salary. The payroll deductions for IMRF are tax deferred (no federal or state tax). Mokena School District 159 contributes a percentage of an employee's salary to the Illinois Municipal Retirement Fund. The benefit amount paid by the board is adjusted by IMRF each calendar year. (See **Annual Updates Section 7 – Employee Benefits at a Glance**).

Public Act 96-0889 created a second tier for IMRF's Regular Plan. Effective January 1, 2011, IMRF will assign a benefit "tier" to a member when he or she is enrolled in IMRF. The tier is determined by the member's *first* IMRF participation date. (See **Annual Updates Section 7 – Illinois Municipal Retirement Fund Comparison of Regular Plan Tier 1 and Regular Plan Tier 2**)

403(b) Retirement Plans

The 403(b) is a tax deferred retirement plan available to employees of educational institutions as determined by section 501(c) (3) of the Internal Revenue Code. Contributions to a 403(b) plan are tax deferred until withdrawal (assumed to be retirement), at which time they are taxed as ordinary income. (See **Annual Updates Section 7 – Participating Providers for 403(b) Plans**)

Before adding a new company to the list of providers, two employees must be interested in participating with the new provider.

The Omni Group is the third party administrator for our 403(b) plans. The website for The Omni Group is www.omni403b.com. You can view the 403(b) plan document by going to the district website at www.mokena159.org, Staff Resources.

Credit Union

Abri Credit Union deductions are available to all staff. The office is located at:

Abri Credit Union
20493 South LaGrange Road
Frankfort, IL 60423-1340
(815) 464-5166

Applications to join the credit union are available in the payroll department.

NCPERS Life Insurance

NCPERS Life Insurance is a decreasing term life insurance available to IMRF members and their families. New IMRF participants are eligible to enroll at the time employment with the district begins and current IMRF employees may enroll during open enrollment in November with effective date of January 1. This coverage is at the employees' expense and the premiums are automatically deducted from participant's payroll checks.

Vision Insurance

The district offers insurance eligible employees a separate vision plan that provides coverage for vision exams, glasses and contacts. The vision coverage is at the employee's expense. There are four tiers of vision coverage available; individual, employee and spouse, employee and child(ren) or family (See **Annual Updates Section 7 – Insurance Options**).

Voluntary Life Insurance

Mokena School District 159 offers insurance eligible employees a separate insurance plan that pays above and beyond what regular life insurance covers.

Cancer and Accident Insurance

Mokena School District 159 offers cancer and accident insurance plans that pay above and beyond what the regular medical insurance covers. Classified full-time 12-month employees and classified full-time year round employees are eligible to participate in these plans. This coverage is at the employee's expense and the premiums can be automatically deducted from 24 of the 26 paychecks. Participants do not have to carry the district medical insurance to participate in the cancer and accident insurance plans.

EMPLOYEE BENEFIT INFORMATION

EMPLOYEE INSURANCE

A classified full-time 12-month or a classified full-time school year employee paid by Mokena School District 159 who works a minimum of 1400 hours or more per fiscal year is eligible to enroll in the medical, dental, vision and life insurance plans. Medical, dental, vision and life insurance options can be selected individually. If a new employee does not enroll in the insurance at the time they are hired, they will have to wait until open enrollment to sign up unless there has been a life change (spouse loses job, marriage or divorce, etc.).

The Board shall pay for the cost of single employee HMO coverage for a Special Education Para-professional that works 1200 or more hours per year. Additional coverage is available to Special Education Para-professionals at the employee's expense.

Open enrollment for all insurance is June with a July 1 effective date.

Carrier

(See Annual Updates Section 7 – Insurance Options and Health Insurance Contacts)

Cost

Insurance premiums are deducted from 24 paychecks each year and are deducted before calculating taxes. Insurance premiums are not deducted when a third payroll occurs in one month. (See Annual Updates Section 7 – Insurance Options)

Medical Coverage

Eligible employees may choose either HMO or PPO or HSA coverage. Individual, employee & spouse, employee & child(ren) and family coverage is available under both options. The coverage selected will apply to all family members.

Affordable Care Act

Under the Patient Protection and Affordable Care Act (ACA), individuals are required to have health insurance while applicable large employers (ALEs) are required to offer health benefits to their full-time employees. In order for the Internal Revenue Service (IRS) to verify that (1) individuals have the required minimum essential coverage, (2) individuals who request premium tax credits are entitled to them, and (3) ALEs are meeting their shared responsibility (play or pay) obligations, employers with 50 or more full-time or full-time equivalent employees and insurers will be required to report on the health coverage they offer. (If ALEs are not offering coverage, they will have to report on that, too).

Reporting will first be due early in 2016, based on coverage in 2015. All reporting will be for the calendar year, even for non-calendar year plans. For calendar year 2015, the

required forms must be filed by February 29, 2016 or March 31, 2016, if filling electronically. Employers with 250 or more employees must file electronically with the Affordable Care Act Information Returns (AIR).

Dental Coverage

Eligible employees may choose either DMO or PPO or HSA coverage. Individual, employee and spouse, employee and child(ren) or family coverage is available under both options. The coverage selected will apply to all family members.

Term Life Coverage

A \$100,000 term life insurance policy is provided at Board expense for all Directors. A \$20,000 term life insurance policy is provided at Board expense for all classified full-time 12 month and classified full-time school year employees. A \$10,000 term life insurance policy is provided at Board expense for all Special Education Para-Professionals working 1200 hours per year or more. Forms designating a chosen beneficiary must be on file to receive this benefit.

Insurance Termination

Insurance coverage for covered employees that terminate or resign ends on the ***last day of employment***.

Continuation of Insurance

According to the rules of the Consolidated Omnibus Budget Reconciliation Act (COBRA), an employee insured with Mokena School District 159 who terminates for any reason, will be entitled to continue the medical and dental insurance provided by the plan for themselves, their spouse and their eligible dependents (if they had Family Coverage on the day before such event). The cost of coverage is paid solely by the former employee and is subject to an administrative fee.

For additional information concerning coverage or continuation of insurance, please check the Benefit Program Booklet, contact the insurance company directly (See **Annual Updates Section 7 – Health Insurance Contacts**) or speak to the Payroll Department.

HIPAA Privacy Information

Effective April 14, 2003, federal and state law requires employers to maintain the privacy of protected health information. "Protected health information" (PHI) is personal information, including demographic information, that may identify an employee and relates to one's past, present or future physical or mental health or condition and related health care services.

EMPLOYER CONTRIBUTIONS

FICA (Federal Insurance Contributions Act)

According to the Internal Revenue Service, classified employees are subject to pay FICA (Social Security) withholding. The employees' share of FICA is 6.20% of taxable wages and Mokena School District 159 pays an additional 6.20% of your taxable wages as a benefit.

FICA-Medicare

All classified employees are subject to FICA-Medicare withholding. The employees' share of FICA-Medicare is 1.45% of taxable wages and Mokena School District 159 matches this amount.

Illinois Municipal Retirement Fund

School district employees working over 600 hours per year are required by law to participate in the Illinois Municipal Retirement Fund. IMRF members contribute a percentage of their salary. The payroll deductions for IMRF are tax deferred (no federal or state tax). Mokena School District 159 also contributes a percentage to the Illinois Municipal Retirement Fund. The districts benefit amount is adjusted by IMRF each calendar year (See **Annual Updates Section 7 – Employee Benefits at a Glance**).

For additional information (See **Annual Updates Section 7 - Illinois Municipal Retirement Fund Public Act 96-0889 - Comparison of Regular Plan Tier 1 and Regular Plan Tier 2**).

HOLIDAYS

All classified full-time 12-month employees are eligible for the thirteen paid holidays that are listed below:

Fourth of July	Christmas Day
Labor Day	New Year's Day
Columbus Day	Martin Luther King's Birthday
Veterans' Day	Presidents' Day
Thanksgiving Day	Good Friday
Day after Thanksgiving	Memorial Day
Christmas Eve Day	

When holidays fall on a weekend and are not taken on the school calendar, or the holiday is waived by the district, another day may be substituted by the district.

All classified full-time school year employees and all classified part-time employees are eligible for three paid holidays per year (Thanksgiving, Christmas and New Year's Day).

A personal leave day cannot be used on a school day immediately preceding or following a scheduled school holiday.

Supervisors shall grant an employee's request for time off to observe a religious holiday (if it is not one of the scheduled school holidays) if the employee gives at least 5 days prior notice and the absence does not cause an undue hardship. Employees may use earned vacation time or personal leave to make up the absence. The employee may also request a per diem deduction.

ATTENDANCE

Mokena School District 159 considers good attendance habits an integral part of every employee's job description. All employees should regard coming to work on time, working their shift as scheduled and leaving at the scheduled time as essential functions of their jobs. Time off without pay will not be approved unless it is on an emergency basis. Employees are expected to be at work in order to operate a successful educational program.

All vacation, sick, personal and condolence days are accrued on a fiscal year basis. The fiscal year begins on July 1 and extends to June 30. Employees must work one day of the new fiscal year to be eligible for that year's sick, personal, vacation and condolence days. **The number of days listed on each employee's payroll stub assumes that the employee will remain in the employ of Mokena School District 159 for the remainder of the current fiscal year.**

An employee's pay will be docked for absence after accumulated sick leave has been exhausted. Abusing the sick leave privilege could lead to termination of employment. All employee attendance records are maintained in the district office.

Notification

An employee's immediate supervisor should be notified directly as soon as it is determined that the employee will not be at work for whatever reason. The Request to Be Excused form should be completed and submitted for all absences such as personal, vacation, professional or jury duty leave days, except when leave for illness is applicable.

Sick Days

Sick days are given on the following basis:

- Classified full-time 12-month employees are eligible for 15 sick days per year
- Classified full-time school year employees are eligible for 15 sick days per year
- Classified part-time employees with IMRF are eligible for 10 sick days per year
- Classified part-time employees without IMRF are eligible for 5 sick days per year

For all new hires, sick days are prorated on a fiscal year basis. Sick days may be taken for personal illness or a family illness that requires the assistance of the employee. Sick days not taken during the fiscal year are carried over to the following year.

Again, it is important that all sick days be reported to the employee's immediate supervisor. The district requires a doctor's diagnosis and prognosis when an employee is off or anticipates being off for more than (4) consecutive days, or in other cases when the administration determines certification of the need for sick leave is required. If the employee is not able to return to work after exhausting their sick, personal and vacation days, they must request in writing a medical leave of absence without pay or if eligible, Family Medical Leave. A supervisor may request that an employee provide a doctor's diagnosis and prognosis at any time.

A classified employee will be allowed to take 45 accumulated sick days for the birth or adoption of a child. A Family Medical Leave may also be requested (See **Employee Benefits Information Section 3 – Family Medical Leave**).

Personal Days

Personal days are provided to employees for the purpose of attending to matters of a pressing nature that cannot be attended to other than during normal work hours. Examples of reasons for such leaves are as follows: court appearance, personal emergencies which arise in an employee's family and such other commitments, which cannot be met before or after work hours.

All full-time and part-time classified employees are eligible for two personal days. For all new hires, personal days are prorated on a fiscal year basis. Unused personal days are not lost; they are converted to sick days for the following fiscal year.

Employees needing to use personal leave shall give his/her immediate supervisor at least five days notice or as much notice as possible by submitting a Request to Be Excused form. Personal leave may be taken in one-half day or whole day increments.

A personal leave day cannot be used immediately preceding or following a scheduled school holiday, during the first five student attendance days, or during the last five student attendance days, except in cases of extreme emergency. Personal leave days may not be taken in conjunction with vacation days.

Condolence Days

All classified full-time 12 month and classified full-time school year employees are eligible for two condolence days per year. These days do not carry over from year to year.

Jury Duty

Mokena School District 159 will pay full salary during the time an employee is on jury duty. The employee will reimburse the district the difference between the jury duty stipend earned and the cost of transportation. An employee shall notify his/her supervisor at least five days prior to pending and/or possible jury duty.

Vacation

Classified full-time 12-month employees are eligible for vacation.

- An eligible employee hired on July 1 through July 15 is given 10 vacation days for the first year **after** completing six months of employment.
- An eligible employee hired after July 15 through December 31 is given 5 vacation days **after** completing six months of employment.
- An eligible employee hired January 1 through June 30 will be eligible for vacation after July 1 of the following fiscal year. At that time, the eligible employee is given 10 days of vacation **after** completing six months of employment.

1-5 years of service	eligible for 10 days of vacation per year
6-10 years of service	eligible for 15 days of vacation per year
11-15 years of service	eligible for 20 days of vacation per year
16 or more years of service	eligible for 25 days of vacation per year

- Selection of vacation days will be determined by seniority. Seniority is based on the day you were hired by the board.
- The selection of vacation will be done by department. The sign up may be done on an annual or twice a year basis. Based on seniority, the most senior member of a department will be allowed to request vacation time in one week increments and then the next senior person will be allowed to sign up for a week increment and so on.
- Employees must complete a Request to Be Excused form for vacation. An employee's immediate supervisor and the Superintendent must approve the vacation request before the vacation is taken.
- Personal leave days may not be taken in conjunction with vacation days.
- Employees are expected to take their vacation days during the fiscal year in which they are earned. Carryover of vacation days may be allowed with the written approval of the employee's direct supervisor and Director of Business Operations.

Administrators/Directors will manage vacation selection, scheduling and coordinating for their individual departments. Consideration of the efficient and smooth operation of the department will be factors in determining if the specific request will be granted. Other factors that will determine vacation approval are the workload of the department during the time of the request and the number of other vacation requests for the same time period.

Prorated Vacation Days When Employment Ends

Employees are earning their vacation as they work and must be actively working for vacation to accrue. For this reason, when employment with Mokena School District 159 ends, the district will calculate and prorate any unused vacation days that the employee is entitled to receive. In turn, the employee is expected to reimburse the district for vacation time taken, but not yet earned. Any adjustment for vacation will be made on the employee's final paycheck.

LEAVES OF ABSENCE

All leaves of absence require the approval of the employee's supervisor, the Superintendent, and the Board of Education. Leaves of absence are handled on an individual basis depending upon the reason for the leave. Employees must provide a written request for a leave to their supervisor. The Board of Education must approve each leave through formal board action. This process generally takes at least a month. For eligible employees, leaves of absence for medical reasons may be handled in accordance with the Family Medical Leave Act (See **Employee Benefit Information Section 3 – Family Medical Leave**).

If the employee is not able to return to work after having exhausted his/her sick, personal and earned vacation days the employee must request in writing a medical leave of absence without pay or, if eligible, Family Medical Leave. Along with the letter, a note from the employee's doctor will be required with a diagnosis and a prognosis indicating the expected date of return. If this information is not received within thirty calendar days, the employee has effectively abandoned his/her position and employment with the district will terminate. Absent some form of approved, available leave time, an employee absent without leave is subject to termination.

Non-Paid Leave

An employee who is requesting a leave without pay shall include the reason for leave along with the beginning and ending dates of said leave. An employee returning from a leave of absence without pay shall be reinstated to a position he/she is qualified to hold. An employee would maintain but not add to his/her seniority status during the leave. An employee returning to employment after a leave without pay will be credited with the same sick leave as was accumulated at the commencement of the leave. Vacation, personal, and sick leave time is not credited and does not accrue during non-paid leaves of absence.

Eligible employees may elect to continue their medical, dental, vision and life benefits at their own expense through COBRA.

All accumulated benefits and rights of employment previously gained before the leave shall be retained upon returning to full employment.

Military Leave

The district complies with all State and federal laws and regulations regarding leaves of absence for active duty or military reserve leaves of absence.

Extraordinary Leave of Absence

Employees may request extraordinary leave and, if the Board approves, the term of such leave will be arranged on an individual basis. The granting of such extraordinary leaves shall be on a non-precedent basis.

FAMILY MEDICAL LEAVE

Family medical leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter;
2. The adoption or foster placement of a child;
3. The serious health condition of an employee's spouse, parent, or child;
4. The employee's own serious health condition.
5. Any qualifying situation arising out of the fact that the employee's spouse, son, daughter or parent is a covered military member on "covered active duty".
6. To care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (26 weeks).

Eligibility

To be eligible for the Family Medical Leave Act (FMLA), an employee must either:

1. Have been employed by the district for at least 12 months (not necessarily consecutive).
2. Been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave.

Continuation of Health Benefits

During family medical leave, employees are entitled to continuation of health benefits that would have been provided if they were working.

Duration of Leave

Family Medical Leave may extend up to a combined total (including other leave benefits) of twelve (12) weeks within a twelve month period. The 12 month period, or year, for FMLA purposes is defined by the rolling 12-month method.

Other leave benefits include vacation, sick and/or personal leave. Use of vacation, sick and/or personal leave days will count concurrently toward the maximum of twelve (12) weeks during a twelve-month period.

Unpaid leave may be requested without utilizing Family Medical Leave, if desired by the employee. Unpaid leave may also be requested following the use of the twelve (12) weeks allowed by Family Medical Leave Act law. Any additional unpaid leave would be granted on a non-precedent, case-by-case basis following approval by the Board of Education.

Return to Work

An employee returning from a Family Medical Leave will be given an equivalent position to his or her position prior to the leave, subject to the district's reassignment policies and practices. (If your leave extends beyond the end of your FMLA entitlement, you do not have return rights under FMLA.)

EMPLOYMENT POLICY INFORMATION

DRUG, ALCOHOL AND TOBACCO-FREE WORKPLACE

Drug & Alcohol Free Workplace

All District workplaces are drug- and alcohol-free workplaces. All employees are prohibited from:

1. Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on district premises or while performing work for the district; and
2. Distribution, consumption, use, possession, or being under the influence of alcohol while on district premises or while performing work for the district.

For purposes of this policy, a controlled substance is one that is:

1. Not legally obtainable;
2. Being used in a manner different than prescribed;
3. Legally obtainable, but has not been legally obtained; or
4. Referenced in federal or state controlled substance acts.

As a condition of employment, each employee will:

1. Abide by the terms of the district policy regarding a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute, no later than five (5) days after such a conviction.

In order to make employees aware of the dangers of drug and alcohol abuse, the district will:

1. Provide each employee with a copy of the district Drug and Alcohol-Free Workplace policy.
2. Post notice of the district Drug and Alcohol-Free Workplace policy in a place where other information for employees is posted.
3. Make available materials from local, state, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to district employees.

5. Establish a drug free awareness program to inform employees about:

- a. The dangers of drugs abuse in the workplace.
- b. Available drug and alcohol counseling, rehabilitations, re-entry and nay employee assistance program, and
- c. The penalties that the District may impose upon employees for violations of this policy.

Tobacco-Free Workplace

Public Act 89-181 amends section 10-20.5b of the Illinois School Code, which relates to the prohibition of the use of tobacco on school grounds.

Without exception, the use of tobacco and tobacco products is prohibited on **all school property**. Tobacco or tobacco products may not be used at any time or any place including, without limitation, grounds outside the school buildings, before or after school hours or on days when school is not in session. This act applies to all school buildings and grounds whether or not school is in session and whether or not students are present.

District Action upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee assistance rehabilitation program.

The Board of Education shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of conviction

Should district employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate state or federal agency from which the district receives contract or grant monies of the employee's conviction within ten (10) days after receiving notice of the conviction.

SEXUAL HARASSMENT

Mokena School District 159 is committed to providing employees an environment free of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

District employees shall not make sexual advances or request sexual favors or engage in any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

A violation of this policy will result in discipline or discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of sexual harassment to the nondiscrimination coordinator (See **Annual Updates Section 7 - Uniform Grievance Complaint Managers**) and/or use the Uniform Grievance Procedure (See **Employment Policy Information Section 4 – Uniform Grievance Procedure**). Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignments.

There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

TECHNOLOGY

Purpose of Technology Use

Through technology, the district provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, provide tremendous opportunities for enhancing, extending, and rethinking the learning process and assist in preparing each student to be a productive citizen. This new capability requires guidance for students and staff.

Responsibilities

Users may access technology only for educational purposes. Exercising this privilege requires that users accept the responsibility for all material viewed, downloaded, and/or produced. Users will need to evaluate the validity of materials accessed and cite their sources when appropriate. No personal software is to be copied at work. All copyright laws are to be followed.

The actions of users accessing networks through the district reflect on the school district; therefore, users must conduct themselves accordingly by exercising good judgment and complying with this policy and the Acceptable Use Policy and Personal Technology and Social Media; Usage and Conduct policy_which must be signed annually.

UNIFORM GRIEVANCE PROCEDURE

Students or their parent(s)/guardian(s), employees, or community members should notify any district complaint manager if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the state or federal Constitution, state or federal statute, or Board policy including:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals With Disabilities Education Act, 20 U.S.C. §1400 et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, and/or programs;
10. Victims' Economic Security and Safety Act, 820 ILCS 180;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112; or
12. Provision of services to homeless students.
13. Illinois Whistleblower Act, 740 ILCS 174/1 et seq.

The District may not intimidate, threaten, coerce or retaliate against anyone who asserts a claim of harassment or discrimination under the Americans with Disabilities Act, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act, the Individuals with Disabilities Education Act, Title VI of the Civil Rights Act, Title VII of the Civil Rights Act or anyone who cooperates in an investigation regarding one of these civil rights laws. Anyone who believes that he or she has been intimidated or retaliated against should file a complaint with the District through the Uniform Grievance Procedure.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting

with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

Investigation

The complaint manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the complainant. The complaint manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which shall render a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board of Education. Within 30 school business days, the Board of Education shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

This grievance procedure shall not be construed to create an independent right to a Board of Education hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Complaint Managers

The Superintendent shall appoint at least two complaint managers, one of each gender. The district's nondiscrimination coordinator may be appointed as a complaint manager. The names, addresses, and telephone numbers of the current complaint managers are included in the handbook (See **Annual Updates Section 7 – Uniform Grievance Complaint Managers**).

SAFETY AND HEALTH INFORMATION

PERSONAL INJURY AND/OR DAMAGE TO PROPERTY

Employee Injuries

A workers' compensation employer's First Report of Injury or Illness form must be filed any time there is a work-related injury. The form is available through the principal's office, the nurse's office, or the district office. This form should be filled out within 24 hours of the injury or next business day. The employee's manager, building secretary, or school nurse completes this form. Once the form is completed, it should be sent to the district office to be filed with the district's workers' compensation insurance carrier.

Should the employee need immediate minor attention, the Initial Authorization for Workers' Compensation Treatment Form must be completed. The "Company" should be completed as "Mokena School District 159." The employee's manager, building principal, school nurse or payroll/benefits person should sign the form. The clinic and the district office should be notified if an employee is being sent for medical attention. Any bills for work-related injuries should be forwarded to the district office. Injured employees must purchase authorized prescription medications. The district's workers' compensation carrier will reimburse the employee for the prescriptions once the claim has been approved.

An employee that is approved for workers' compensation will be paid 2/3 of their salary by the district's workers' compensation insurance company while they are off work. If the employee has accumulated sick, personal and vacation days and wishes to be paid for a full day while on workers' comp, the employee will be charged 1/3 of a sick, personal or vacation day for each day of worker's compensation that was approved by the insurance company.

The district's current workers' compensation carrier has a three-day waiting period. During the three-day waiting period after the accident, the employee will be required to use their accumulated sick days. If the employee has no sick time accumulated, they will be without pay for the three days prior to the claim approval.

Other Injury Claims

A student injury should be reported on the Student Accident Report Form. Non-employee injuries should be reported on the Non-Employee Accident Report Form. A Treatment Authorization Form should be used, if applicable.

Any injury to a student, parent, visitor, volunteer, or staff member is initially handled through a health services coordinator. Emergency treatment is provided and parents are notified in the case of more than a mild student injury. The health services coordinator assists with filling out the accident report forms. When the health services coordinator is not available, the principal or a designee is contacted. In the case of a serious injury, witness statements should be taken as soon as possible.

One copy of each form should be retained in the principal's office, and the original should be forwarded to the district office within 24 hours of the incident (or on the next business day).

School Property Damage

A report of any noticed property damage or needed repairs should be given to the employee's supervisor as soon as possible and reported to the district office immediately. In the case of vandalism, restitution will be sought according to Board policy.

EMERGENCY INFORMATION

Emergency Closings

The Superintendent is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property.

If school is closed for an emergency situation, a SkyAlert phone message will be sent to all parents and staff members. . Notification will be posted on the district website at www.mokena159.org. It will also be announced on WJOL (AM-1340), WBBM (AM-780) and Channel 9 WGN television.

Classified full-time 12-month employees are expected to work on emergency closing days when they can safely get to work. A classified full-time 12-month employee who does not make it to work on an emergency closing day will be charged a personal day.

Emergency Protocol

The District Crisis Committee has developed a plan of fire, civil defense and tornado warning, protection, and evacuation. An Emergency exit diagram is posted in each classroom and office. (See **Annual Updates Section 7 - Emergency Protocol**)

ENVIRONMENTAL EFFORTS

Chemical Sensitivity

On 3/11/92, the Board of Education passed a resolution directing the procedures to be followed regarding the utilization of chemicals in the schools. This action was taken as a result of parental concerns regarding the use of chemicals within the educational setting. A Chemical Use Committee comprised of two Board members, district administrators, a teacher and parents was charged with the task of studying the chemical usage topic and formulating recommendations for consideration by the Board of Education.

The resolution, in effect, stated the Board's commitment to provide environmentally compatible and clean school facilities. The administration was directed to monitor the use of cleaning agents and disinfectants, to use only safe herbicides on school-owned property, and to limit the use of pesticides.

Check with a supervisor, if in doubt about whether a product may or may not be used.

Pest Control

Legislation passed in 2000 requires schools to adopt an Integrated Pest Management (IPM) program. IPM emphasizes preventive maintenance and inspections. Regular spraying is not part of an IPM program. Prevention is the major approach taken with an IPM program, with the use of traps and/or baits when pests are suspected or known to be present. If it becomes necessary to use any pest control products other than traps, baits, bleach, boric acid, approved crack and crevice products, or diatomaceous materials, notice will be posted two business days prior to the application. The only exception would be if there were immediate threats to health or property.

The district will appoint a Pest Control officer to oversee correct pest control procedures. Forms for reporting sightings of pests within the buildings are available in the main offices at each building.

COMMUNICABLE AND CHRONIC DISEASES

General Personnel Procedures

The district's Communicable and Chronic Infectious Disease Review Team shall evaluate an employee with a communicable or chronic infectious disease. The employee's medical records shall be held in strictest confidence by the Team except to the extent allowed by law.

Employees with a communicable or chronic infectious disease will be permitted to retain their positions whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the essential functions of his/her position. Employees who cannot retain their positions shall remain subject to the Board's employment policies including sick leave, physical examinations, temporary and permanent disability, and termination. Determining whether an employee with a communicable or chronic infectious disease may retain his or her position will be made in accordance with the recommendations of the Communicable and Chronic Infectious Disease Review Team. This recommendation will be made on a case-by-case basis and is non-precedent setting.

Bloodborne Pathogens Training

Mokena School District 159 adheres to the requirements of the Federal Bloodborne Pathogens Standard. All new staff members shall be scheduled to review the bloodborne pathogens information through an on-line tutorial with Global Compliance Network (GCN). Annually employees review bloodborne pathogens information on-line.

SAFETY TIPS

1. Always use a step stool or ladder; never stand on a chair or box.
2. Be careful when lifting heavy objects. Safety belts are available and should be used if you are required to lift heavy objects. The best thing to do is to ask someone to help you. When lifting is required, be sure to bend your knees and let your legs, not your back, do the work. Do not try to move a heavy object by pushing it with your foot.
3. Avoid over-reaching.
4. Never climb a ladder or step stool in high heels.
5. Be sure to sit properly in chairs so that they do not tip over. Never adjust a chair such that its center of gravity is too high. Avoid over-reaching, while seated, as this may cause you to fall out of the chair.
6. Be alert to open file drawers, corners of desks, etc.
7. Never pull two file drawers out at one time, as the file cabinet may tip. Be careful not to close a file drawer on your finger(s).
8. Be aware of doors that open into hallways where you may be walking.
9. Avoid carrying too much "stuff," especially when using stairs or a ladder.
10. Always be on the lookout for any kind of food or liquid on the floor.
11. Slow down!
12. When entering or exiting the building in cold or damp weather, watch out for ice or slippery patches.
13. Wear the right kinds of shoes/boots in inclement weather.
14. Be aware of chemicals used in some copy machines. Make sure of adequate ventilation when changing cartridges, ink, etc.
15. Be cautious when using a utility knife, paper cutter, etc.
16. If you notice an unsafe condition, notify your immediate supervisor.
17. Impatience can get you into trouble. Often, it is worth the wait in order to get help with a task.

WHEN EMPLOYMENT ENDS

TERMINATION

Resignation

Employees are asked to provide 2 weeks termination notice when possible. A resignation notice cannot be revoked once accepted by the Superintendent or Board President or otherwise relied upon (such as, a new employee was hired).

Retirement

An employee planning to retire is asked to notify his or her supervisor at least 2 months before the retirement date. A copy of the notification should be given to the Superintendent. The employee who at the time of retirement, will be at least 55 years old, have 18 or more years of service with District 159 may choose the District Retirement Option by notifying the Superintendent in writing by November 1. (Thirty (30) days following Board approval of the Classified Employee Handbook 2015-2016). Under the District Retirement Option, the employee may declare their intent to retire up to three (3) years prior to his/her retirement. Eligible employees submitting their intent to retire three (3) years prior to retirement will receive a six (6) percent increase over the previous year's creditable earnings.

They should also contact Illinois Municipal Retirement Fund at (800) ASK-IMRF or www.imrf.org.

Dismissal

The district may terminate an at-will employee at any time. The Superintendent or supervisor may recommend an employee's discharge subject to the Board of Education's approval.

Reduction In Force and Recall

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

Written notice will be given the employee by certified mail, return receipt requested, at least 30 days before the effective dates of the dismissal, together with a statement of honorable dismissal and the reason therefore.

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

Suspension

The Superintendent is authorized to suspend without pay an employee from a position when, in the Superintendent's judgment, the employee's conduct is detrimental to the district. The suspension may be a disciplinary measure or pending dismissal. A written notice stating the reason(s) for the suspension will be given the employee. The suspension policy for professional employees will be used for any classified employee with an employment contract for a definite term. Protocols will follow administrative procedures

Final Paycheck

A terminating employee's final paycheck will be adjusted for vacation. Employees are earning their vacation as they work. For this reason, when employment with Mokena School District ends, the district will calculate and prorate any unused vacation days that the employee is entitled to receive. In turn, the employee is expected to reimburse the district for vacation time taken but not yet earned. Terminating employees will receive their final pay on the next regular payday following the date of termination.

Exit Interview

In order to improve the operations of Mokena School District 159, an exit interview may be scheduled for employees leaving the district. The interview allows for ongoing input, which is important in improving the quality of education for all our students and maintaining an appropriate work environment for all employees. Information given at the interview will only be shared with school personnel who need to know for the sake of improvement.

ANNUAL UPDATES

EMPLOYEE BENEFITS AT A GLANCE

Classified full-time 12-month position
(Minimum 7.5 hours per day, 260 days per year)

- 15 sick days per fiscal year (unlimited accumulation)
 - 2 personal days per fiscal year (convert to sick days if not used in fiscal year)
 - 2 condolence days per fiscal year (no accumulation)
- Thirteen Paid Holidays
- Medical Insurance - (See Section 7 Annual Updates - Medical Insurance Options).
- Premium changes occur in July. COBRA insurance is available upon termination of insurance.
- Dental Insurance – the Board shall pay up to \$500 per year toward cost of premium for individual coverage. If the amount needed to cover individual insurance is less than \$500, the balance may be applied towards family coverage. COBRA insurance is available upon termination of insurance.
- \$20,000 Term Life Insurance – employee only
- Tax-sheltered payroll deductions for health insurance premiums
- Illinois Municipal Retirement Fund
 - Employee taxed deferred contribution is 4.5%
 - Employer contribution for 2016 is 12.71%
- Vacation days are granted on fiscal year basis, July 1 - June 30.
If date of hire results in 6 months or more of service during first fiscal year:

6 months or more	5 days
1 - 5 years	10 days
6 - 10 years	15 days
11 –15 years	20 days
16 years or more	25 days

- Professional Development Opportunities
- Biweekly payroll - 26 pay dates per year (Note: Periodically, pay schedules may need to be adjusted due to bi-weekly paydays falling earlier each fiscal year.)

EMPLOYEE BENEFITS AT A GLANCE

Classified full-time, school year position

(Must work at least 1400 hours per year 7.5 hours per day
for 187 or more days but less than 260 days)

- 15 sick days per fiscal year (unlimited accumulation)
2 personal days per fiscal year (convert to sick days if not used in fiscal year)
2 condolence days per fiscal year (no accumulation)
- Holidays – 3 paid days (Thanksgiving, Christmas, New Year's Day)
- Medical Insurance – (See Section 7 – Annual Updates – Medical Insurance Options.
- Premium changes occur in July. COBRA insurance is available upon termination of insurance.
- Dental Insurance – the Board shall pay up to \$500 per year toward cost of premium for individual coverage. If the amount needed to cover individual insurance is less than \$500, the balance may be applied towards family coverage. COBRA insurance is available upon termination of insurance.
- \$20,000 Term Life Insurance - employee only
- Tax sheltered payroll deductions for health insurance premiums
- Illinois Municipal Retirement Fund
Employee taxed deferred contribution is 4.5%
Employer contribution for 2016 is 12.71%
- Professional Development Opportunities
- Biweekly payroll - 26 pay dates per year (Note: Periodically, pay schedules may need to be adjusted due to bi-weekly paydays falling earlier each fiscal year.)

EMPLOYEE BENEFITS AT A GLANCE

Special Education Para-Professionals Classified Part-time, school year position (Employee must work 1200 hours a year or more)

- 10 sick days per fiscal year (unlimited accumulation)
2 personal days per fiscal year (convert to sick days if not used in fiscal year)
- Holidays – 3 paid days (Thanksgiving, Christmas, New Year's Day)
- Medical Insurance – the Board shall pay the cost for single employee HMO coverage. Additional coverage is available at the employee's expense. COBRA insurance is available upon termination of insurance.
- \$10,000 Term Life Insurance – employee only.
- Tax sheltered payroll deductions for health insurance premiums.
- Illinois Municipal Retirement Fund
Employee taxed deferred contribution is 4.5%
Employer contribution for 2016 is 12.71%
- Building aides that work outside recess and food service personnel receive \$25.00 per year shoe allowance upon request, with receipt. A newly hired building aide or food server must complete 90 days of employment before requesting the shoe allowance.
- Professional Development Opportunities
- Biweekly payroll – year round

EMPLOYEE BENEFITS AT A GLANCE

Classified part-time, with IMRF

(Employee must work more than 600 hours but less than 1400 hours per year)

- 10 sick days per fiscal year (unlimited accumulation)
2 personal days per fiscal year (convert to sick days if not used in fiscal year)
- Holidays – 3 paid days (Thanksgiving, Christmas, New Year's Day)
- Illinois Municipal Retirement Fund
Employee taxed deferred contribution is 4.5%
Employer contribution for 2016 is 12.71%
- Building aides that work outside recess and food service personnel receive \$25.00 per year shoe allowance upon request, with receipt. A newly hired building aide or food server must complete 90 days of employment before requesting the shoe allowance.
- Professional Development Opportunities
- Biweekly payroll

EMPLOYEE BENEFITS AT A GLANCE

Classified part-time, no IMRF

(Employee works less than 600 hours per school year)

- 5 sick days (unlimited accumulation)
2 personal days (convert to sick days if not used in fiscal year)
- Holidays – 3 paid days (Thanksgiving, Christmas, New Year's Day)
- Building aides that work outside recess and food service personnel receive \$25.00 per year shoe allowance upon request, with receipt. A newly hired building aide or food server must complete 90 days of employment before requesting the shoe allowance.
- Professional Development Opportunities
- Bi-weekly payroll

Work Schedules

Monthly Work Schedule	Days Per Year	Paid Holidays	Work Schedule	Work Institute Days	Work Half Day School Improvement	Work Parent/Teacher Conf	IMRF	Sick Days Per Year	Personal Days Per Year	Condolence Days Per Year	Positions
	167 less than 3.75 hrs/day	3 ¹	Pupil Attendance Days minus School Improvement Days	No	No	No	No	5	2	N/A	Food Server
	167 more than 3.75 hrs/day	3 ¹	Pupil Attendance Days minus School Improvement Days	No	No	No	Yes	10	2	N/A	Various Building Aides, Assistant Cooks
	169 Days	3 ¹	Pupil Attendance Days minus School Improvement Days Plus 1 day before and 1 after	No	No	No	Yes	10	2	N/A	Cooks, Early Start Instructional Aides (AM)
	174 Days	3 ¹	Pupil Attendance Days Only	No	Yes	No	Yes	10	2	N/A	Various Building Aides, Bus Drivers, District Receptionist, Early Start Instructional Aide (PM), ELL Instructional Aide, Health Aides, PE Aide/MJH
9 Month	180 Days	3 ¹	School Year Only ²	Yes	Yes	Yes	Yes	10	2	N/A	LD Resource Instructional Aide/MIS
	184 Days	3 ¹	Pupil Attendance Days, 5 days before 5 days after	No	Yes	No	Yes	15	2	2	Health Service Coordinators
9.5 Month	190 Days	3 ¹	School Year ² plus 5 days before 5 days after	Yes	Yes	Yes	Yes	15	2	2	
10 Month	200 Days	3 ¹	School Year ² plus 10 days before 10 days after	Yes	Yes	Yes	Yes	15	2	2	Attendance Clerk, Director of Food Service, Office Clerk/MJH, Technical Support
10.5 Month	210 Days	3 ¹	School Year ² plus 15 days before 15 days after	Yes	Yes	Yes	Yes	15	2	2	
11 Month	220 Days	3 ¹	School Year ² plus 20 days before 20 days after	Yes	Yes	Yes	Yes	15	2	2	Administrative Secretary/MES, Director of Transportation
12 Month ³	247 Days	13	Year Round	Yes	Yes	Yes	Yes	15	2	2	Administrative Secretaries MES, MIS, MJH, Assistant Superintendent's Administrative Secretary, Director of Business Operations Administrative Secretary, Custodians, Custodial Supervisor, Direct of Business Operations & Maintenance, Director of Technology, Executive Secretary to the Superintendent, Maintenance Buildings, Maintenance Equipment & Grounds, Payroll/Benefits Clerk, Payroll/Accounting Coordinator

¹ 3 paid holidays are Thanksgiving, Christmas, and New Year's

² School Year consists of the 174 Student Attendance Days, 4 Institute Days and 2 Parent Teacher Conference Days. **REPLACED**

³ Eligible for vacation (See Employment Benefit Information Section 3 – Vacation)

MOKENA SCHOOL DISTRICT 159
BOARD MEMBER ROSTER

Jim Andresen, President
11026 Bryant Road
Mokena IL 60448
(815) 955-3556
andresenji@mokena159.org
Term expires 2017

Stacey Cesta, Vice-President
Representative of #843
21420 Foxtail Drive
Mokena IL 60448
(708) 995-5061
cestas@mokena159.org
Term expires 2017

Aaron Janik
10408 Aileen Avenue
Mokena IL 60448
(815) 739-7154
ianika@mokena159.org
Term Expires 2019

Jaime Staley
20959 Tall Grass Drive
Mokena IL 60448
(312) 498-3116
District e-mail:
staleyi@mokena159.org
Term Expires 2019

Anna Briscoe, Secretary
19316 Midland Avenue
Mokena IL 60448
(708) 479-7103
briscoea@mokena159.org
Term Expires 2017

Danielle Didrickson
21301 Prestancia Drive
Mokena IL 60448
(815) 806-1048
didricksond@mokena159.org
Term expires 2017

Jennifer Riedl
18712 Swan Drive
Mokena IL 60448
(708) 479-7372
riedli@mokena159.org
Term Expires 2019

**MOKENA SCHOOL DISTRICT 159
ADMINISTRATIVE STAFF**

DISTRICT OFFICE	Direct Dial	Extension
Superintendent	342-4910	4910
Assistant Superintendent – Instruction	342-4914	4914
Chief School Business Official	342-4917	4917
Director - Student Services	342-4863	4863
Assistant Director of Student Services	342-4921	4921
Director - Food Service	342-4928	4928
Director - Buildings and Grounds	342-4933	4926
Director of Technology	349-4948	4948
Fax	479-3143	

MOKENA ELEMENTARY SCHOOL

Principal	342-4855	4855	Mrs. Anna Kirchner
Assistant Principal	342-4915	4915	Mrs. Judith Splayt
Fax	479-3120		

MOKENA INTERMEDIATE SCHOOL

Principal	342-4865	4865	Mrs. Mari Jo Hanson
Fax	479-3103		

MOKENA JUNIOR HIGH SCHOOL

Principal	342-4875	4875	Dr. Michael Rolinitis
Assistant Principal	342-4882	4882	Dr. Eric Melnyczenko
Fax	479-3122		

UNIFORM GRIEVANCE COMPLAINT MANAGERS

The superintendent shall appoint at least two complaint managers, one of each gender. The district's nondiscrimination coordinator may be appointed a complaint manager. Listed below are the names and contact information of the current complaint managers:

Mr. Raphael Obafemi
Mokena Public School District 159
11244 Willowcrest Lane
Mokena IL 60448
708.342.4900

Dr. Kathleen Wilkey
Mokena Public School District 159
11244 Willowcrest Lane
Mokena IL 60448
708.342.4900

2015-2016 CERTIFIED & CLASSIFIED STAFF - MEDICAL INSURANCE OPTIONS

Blue Cross Blue Shield PPO Options			Blue Cross Blue Shield HMO Options			Blue Cross Blue Shield HMO Options-Alternate		
PPO Options	Employee Cost/Pay	District Cost/Pay	HMO Options	Employee Cost/Pay	District Cost/Pay	HMO Options	Employee Cost/Pay	District Cost/Pay
Single	\$0.00	\$340.02	Single	\$0.00	\$271.72	Single	\$0.00	\$262.86
Employee & Child(ren)	\$125.27	\$491.24	Employee & Child(ren)	\$13.86	\$478.80	Employee & Child(ren)	\$0.00	\$476.60
Employee & Spouse	\$245.66	\$502.40	Employee & Spouse	\$96.26	\$501.52	Employee & Spouse	\$86.51	\$491.78
Family	\$515.47	\$509.07	Family	\$310.26	\$508.46	Family	\$296.92	\$495.11

ALTERNATE HSA PLAN			
HSA Options	Employee Cost/Pay	District Cost/Pay	
Single	\$0.00	\$265.99	
Employee & Child(ren)	\$3.46	\$478.80	
Employee & Spouse	\$106.37	\$478.80	
Family	\$322.65	\$478.80	

DENTAL INSURANCE OPTIONS

Fort Dearborn – PPO Options			Blue Cross Blue Shield – DMO Options		
PPO Options	Employee Cost/Pay	District Cost/Pay	DMO Options	Employee Cost/Pay	District Cost/Pay
Single	\$0.00	\$17.10	Single	\$0.00	\$12.43
Employee/Child(ren)	\$13.88	\$20.83	Employee/Child	\$5.10	\$20.83
Employee/Spouse	\$11.18	\$20.83	Employee/Spouse	\$3.07	\$20.83
Family	\$33.55	\$20.83	Family	\$18.32	\$20.83

VISION INSURANCE OPTIONS

VSP Vision Options	
Options	Employee Cost Per Pay
Single	\$4.80
Employee/Spouse	\$7.68
Employee/Child(ren)	\$7.84
Family	\$12.63

\$20,000 Term Life & AD&D Insurance Policy-no cost to employee

WAYS TO HELP YOUR SCHOOLS

ATHLETIC BOOSTERS

MUSIC BOOSTERS

PTA EXECUTIVE BOARD

EDUCATION FOUNDATION

DATES TO REMEMBER FOR 2015-2016 SCHOOL YEAR

<u>Mokena Elementary School</u> (Grades K – 3) 8:55am – 3:15pm		<u>Mokena Intermediate School</u> (Grades 4 & 5) 8:20am – 2:45pm	<u>Mokena Junior High School</u> (Grades 6 – 8) 7:45am – 2:15pm
MON /TUES	August 17 & 18	TEACHER INSTITUTE – NO SCHOOL	
MONDAY	August 17	KINDERGARTEN MEET AND GREET Students/last names A-K; 6:00-6:30 classroom; 6:30 Meeting in the Central Gym Students/ last names L-Z; 7:00-7:30 classroom; 7:30 Meeting in the Central Gym PRE-SCHOOL MEET AND GREET AM class- 6-6:30pm PM class-7-7:30pm	
WEDNESDAY	August 19	FIRST DAY OF SCHOOL – Grades K- 8	
MONDAY	August 31	MES BACK-TO-SCHOOL NIGHT – Grade 1- 6:00-6:30pm; Grade 2 – 6:45-7:15pm; Grade 3-7:30-8:00pm	
TUESDAY	September 1	MJHS BACK-TO-SCHOOL NIGHT – Grade 6 & 8, 7:00pm	
THURSDAY	September 3	MIS BACK-TO-SCHOOL NIGHT – Grade 4, 6:00-7:00pm GRADE 5, 7:30-8:30pm	
MONDAY	September 7	LABOR DAY – NO SCHOOL	
TUSDAY	September 8	MJHS BACK-TO-SCHOOL NIGHT – Grade 7 and multi grade- level, 7:00pm	
WEDNESDAY	September 16	HALF-DAY EARLY DISMISSAL, 10:55am (MJHS), 11:30am (MIS), 12:00pm (MES)	
MONDAY	October 12	COLUMBUS DAY – NO SCHOOL	
WEDNESDAY	October 21	HALF-DAY EARLY DISMISSAL, 10:55am (MJHS), 11:30am (MIS), 12:00pm (MES)	
WEDNESDAY	October 21	EARLY START SCREENING (by appointment only- 9am-noon)	
FRIDAY	October 23	GENERAL REPORT CARD DAY	
TUESDAY	November 10	PARENT/TEACHER CONFERENCES 12:00 – 8:00pm – NO SCHOOL	
WEDNESDAY	November 11	VETERANS DAY – NO SCHOOL	
TUESDAY	November 24	EARLY DISMISSAL – 1:10pm (MJHS), 1:45pm (MIS), 2:15pm (MES)	
WED - FRI	November 25-27	THANKSGIVING VACATION – NO SCHOOL	
WEDNESDAY	December 9	HALF-DAY EARLY DISMISSAL, 10:55am (MJHS), 11:30am (MIS), 12:00pm (MES)	
FRIDAY	December 18	EARLY DISMISSAL – 1:10pm (MJHS), 1:45pm (MIS), 2:15pm (MES)	
MONDAY	December 21	WINTER BREAK BEGINS - NO SCHOOL	
MONDAY	January 4	TEACHER INSTITUTE DAY – NO SCHOOL	
TUESDAY	January 5	CLASSES RESUME	
FRIDAY	January 15	GENERAL REPORT CARD DAY	
MONDAY	January 18	MARTIN LUTHER KING DAY - NO SCHOOL	
FRIDAY	February 12	TEACHER INSTITUTE DAY – NO SCHOOL	
MONDAY	February 15	PRESIDENTS DAY – NO SCHOOL	
WEDNESDAY	February 24	EARLY START SCREENING (by appointment only- 9am-noon)	
WEDNESDAY	February 24	HALF-DAY EARLY DISMISSAL, 10:55am (MJHS), 11:30am (MIS), 12:00pm (MES)	
THURSDAY	March 18	GENERAL REPORT CARD DAY	
THURSDAY	March 24	EARLY DISMISSAL – 1:10pm (MJHS), 1:45pm (MIS), 2:15pm (MES)	
FRIDAY	March 25- April 1	SPRING BREAK BEGINS – NO SCHOOL	
MONDAY	April 4	CLASSES RESUME	
WEDNESDAY	April 13	HALF-DAY EARLY DISMISSAL, 10:55am (MJHS), 11:30am (MIS), 12:00pm (MES)	
WEDNESDAY	May 11	HALF-DAY EARLY DISMISSAL, 10:55am (MJHS), 11:30am (MIS), 12:00pm (MES)	
Thurs & Fri	May 12 & 13	EARLY START SCREENING (by appointment only- 9am-3pm)	
WEDNESDAY	May 25	TEACHER INSTITUTE – NO SCHOOL	
Thursday	May 26	LAST DAY FOR STUDENTS (Assuming NO Additional Emergency Days are Used***) GENERAL REPORT CARD DAY	

*** If all snow days are taken, June 3, 2015 will be the last day of school.

IMPORTANT TESTING DATES

Fall 2015	Explore Testing (Grade 8)
Jan/Feb -TBD	ACCESS (ELL) Testing
During 4 th quarter	PARCC Testing (Grades 3,4,5,6,7,8)

GRADING PERIODS

First Grading Period	Aug 19 – Oct 16
Second Grading Period	Oct 19 – Jan 8
Third Grading Period	Jan 11 – Mar 11
Fourth Grading Period	Mar 21 – May 26

PROGRESS REPORT DATES

Week ending September 18
Week ending November 20
Week ending February 11
Week ending April 22

REPORT CARD DATES

Friday, October 23
Friday, January 15
Thursday, March 18
Friday, May 26***

Mokena School District 159
2015 - 2016 Bi-weekly Payroll Dates

August 2015

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**Mokena School District 159
403(b) Participating Providers List**

AIG/VALIC	411 Hamilton Blvd, Suite 1514 Peoria IL 61602	800/448-2542 www.aigvalic.com
Ameriprise Financial	70213 Ameriprise Financial Ctr. Minneapolis, MN 55474-0702	800/862-7919
Axa Equitable	700 Commerce Drive, Ste 410 Oak Brook IL 60523	630/575-5045 www.axa-equitable.com
Fidelity Investments	1415 W 22 nd Street, Ste 100 Oak Brook Regency Towers Oak Brook IL 60523	800/868-1023 www.fidelity.com
Horace Mann Companies	P.O. Box 19219 Springfield IL 62794	866/999-1945 www.horacemann.com
Lincoln Investment Planning Inc.	Your Broker Financial 15426 Black Friars Road Orland Park IL 60462	708/460-4542 www.YourBrokerFinancial.com
ING	Your Broker Financial 15426 Black Friars Road Orland Park IL 60462	708/460-4542 www.lincolninvestment.com

CPI Qualified Plan Consultants is the third party 403(b) vendor administrator for Mokena School District 159.