

Educational Support Personnel

Employment At-Will, Compensation, and Assignment

Employment At-Will

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. A dismissal for reduction in force requires 30 days notice before the employee is removed or dismissed. For the purposes of reduction in force, educational support personnel are granted seniority and recall rights within their respective categories of position. Nothing in School Board policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing non-certificated employees at-will but shall maintain a record of positions or employees who are not at-will and the reason for the exception.

Compensation

The Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month.

Recruitment

The Superintendent shall recommend to the School Board the establishment of new educational support personnel position(s). School Board approval is required prior to advertising a new educational support personnel position. Vacancies within the existing educational support personnel will be filled by the discretion of the Superintendent or designee.

Application

A prospective employee shall submit an application giving his or her work history and references as to character and work performance. He or she shall also authorize a criminal background investigation.

Selection

After a preliminary screening by a Building Principal or supervisor is completed, qualified applicants shall be referred to the Superintendent for final selection.

1. Employees working on an annual basis shall be employed by the School Board upon recommendation of the Superintendent.
2. Hourly or temporary personnel shall be employed by the School Board upon recommendation of the Superintendent.

The Superintendent may employ personnel on a short-term basis for a specific project or emergency condition with approval of the School Board at its next meeting.

Assignment

The Superintendent is authorized to make assignments and transfers of educational support personnel.

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

Cook v. Eldorado Community Unit School District, No. 03-MR-32 (Ill.App.5, 2004).

Duldulao v. St. Mary of Nazareth Hospital, 483 N.E. 2d 956 (Ill.App.1, 1985),

aff'd in part and remanded, 505 N.E.2d 314 (Ill. 1987).

Kaiser v. Dixon, 468 N.E. 2d 822 (Ill.App.2, 1984).

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment)

5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Educational Support Personnel - Employment Termination and Suspensions), 5:310 (Educational Support Personnel - Compensatory Time-Off)

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