



THOMAS | GREENBRIER | IVY HILL | OLIVE | PATTON
SOUTH | DRYDEN | WESTGATE | WINDSOR

FOOD & NUTRITION SERVICES HANDBOOK

This handbook and most recent updates can be found online at www.sd25.org under the Personnel Department

REVISED June 2023
BOARD APPROVED June 13, 2023



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Dear Food & Nutrition Service Employee:

Welcome to Arlington Heights School District 25! You have joined a team of individuals who are dedicated to providing the best education possible for each student in our schools.

This handbook is to provide general information and guidelines concerning your employment. Nothing contained in this handbook is intended to create any contractual obligation or other legal obligations on the part of Arlington Heights School District 25 or any other District you may be stationed. The District reserves the right to, at any time, change or deviate from the guidelines in this handbook when appropriate. In addition to this handbook, you may receive from your supervisor, specific rules and regulations relative to your duties.

If there is anything in this handbook that does not correspond with a Board of Education policy, the official Board policy takes precedence. (All Arlington Heights School District 25 Board of Education policies are available online at: <https://www.sd25.org/Page/81>). If you find such a discrepancy or if you have questions regarding a topic that is not included in the handbook, please contact your immediate supervisor or the Personnel Department.

It is a pleasure to provide this publication for the Food & Nutrition Services staff. Thank you for taking the time to read this handbook. I hope that you will find its contents informative and that it will provide you with an understanding of basic policies and procedures of our school district.

Sincerely,

Sandy Voss, RD, SNS
Director of Food & Nutrition Services

Brian Kaye
Assistant Superintendent for Personnel and Planning

DISCLAIMER

This Handbook has been developed as a general reference guide for all Food and Nutrition Service employees of District #25. Neither the Handbook nor its individual terms, nor any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Handbook, are intended to create an employment contract, either express or implied, on the part of the Board of Education. This Handbook supersedes all prior versions and the policies, benefits, and rules contained in this Handbook can be changed or discontinued by District #25 Board of Education at any time, with or without advance notice.

Any provision of this Handbook may be modified by action of the Board of Education

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PURPOSE & GOALS OF DEPARTMENT

PURPOSE

The Food & Nutrition Services Department's mission is to nurture our community's children through access to nutritious and balanced meals at school. These meals foster proper growth and development to prepare students for success.

GOALS OF THE FOOD & NUTRITION SERVICES DEPARTMENT

1. Maintain an efficient and well-organized department to produce meals that meet the needs and wants of our students.
2. Encourage the development of proper eating habits through the service of nutritious balanced meals.
3. Effectively manage the resources of the Food & Nutrition Services Department to operate the program in a fiscally independent manner. Maintain an efficient and well-organized department to produce meals that meet the needs and wants of the customer.
4. Maintain a productive staff by providing direction, training and growth opportunities.
5. Encourage student participation in the meal program.

EMPLOYMENT TYPES

Employees are classified in one of the following categories, which determine benefits offered by position and employment status.

FULL-TIME EMPLOYEES

Full-time:

Employees who are regularly and consistently scheduled to work at least 30 hours per week. These employees are eligible for all benefits.

PART-TIME EMPLOYEES

Part-time (17 ½ hours + per week):

Employees who are regularly and consistently scheduled to work at least 17 ½ hours per week, but less than 30. These employees are eligible for partial benefits, including sick leave and participation in the Illinois Municipal Retirement Fund.

Part-time (less than 17 ½ hours per week):

Employees who are regularly and consistently scheduled to work less than 17 ½ hours per week. These employees are only eligible for optional participation in the Tax Sheltered Annuity 403b program, Workers Compensation coverage, participation in either of the two credit unions and payroll deduction.

SUBSTITUTES

Substitutes:

On-call employees who are not regularly scheduled, hired on an “as-needed” basis. These employees are only eligible for optional participation in the Tax Sheltered Annuity 403b program, participation in either of the two credit unions and payroll deduction.

UNIFORM & GROOMING STANDARDS

Shoe Allowance

Employees will be provided with a pair of shoes after their ninety (90) day probationary period. A certificate will be provided and the employee will need to select, during a designated time period, a shoe that is appropriate for the program to which they are assigned. Shoes selected must be closed toed, sturdy, offering both protection and support for the feet.

Uniform Requirements

Slacks, jeans and shorts may be worn. Shorts worn must be no more than 6 inches above the knee. All clothing must be in regular and appropriate repair with no holes or tears. They must not drag on the ground and they must be clean.

All food service staff may wear their own shirts. These shirts need to have short or long sleeves, be clean and not have written logos unless they are to promote lunch. They must fit well and must be modest.

Employees working at the middle school kitchens will be provided with a chef coat or apron that must be worn during serving periods. All employees will be provided with aprons at the start of each year. Employees are expected to continue using aprons until they are worn, at which time they will be provided a replacement. Aprons and chef coats must be returned when an employee is leaving district employment.

Grooming Standards

Regular and appropriate cleanliness and regular and appropriate grooming habits, a regular and appropriate appearance, regular and appropriate hygiene and proper attire are an essential part of providing the best service to our customers. Employees must comply with uniform codes, and may be asked to return home due to improper attire. Employees not adhering to the grooming standards may be subject to disciplinary action.

Hygiene: Food service employees are expected to shower daily, using deodorant appropriately. Perfumes and colognes should be used in moderation. Proper dental care, brushing teeth and using mouthwash, are also essential for regular and appropriate hygiene.

Hand Washing:

Food service employees must demonstrate regular and appropriate hand washing habits. Hands must be washed before returning to the work area, especially after using the washroom.

Gloves:

Gloves must be worn at all times during food preparation, per health department regulations. They must be disposed of after leaving the workstation and replaced with new gloves upon return. Hands must always be washed before putting on new gloves. Remember, regular and appropriate hand washing habits are the best protection against spreading germs

Rings:

There is a maximum of wearing one ring per hand. Rings other than wedding rings containing stones and “nooks and crannies” are not allowed for sanitation reasons.

Piercings & Earrings:

No facial piercing may be worn during the work day. Earrings should be small. No dangling earrings should be worn.

Necklaces & Bracelets:

Necklaces should be short, lying on the skin under the uniform. No bracelets may be worn.

Sweaters:

Sweaters may be worn if needed for comfort. They should be white and of a non-fuzzy material.

Nails:

Nails should be clean and clipped short. If nails are painted, gloves must be worn at all times.

Hair:

Hair should be clean and if shoulder length or longer, must be pulled back. Hair spray should be used to hold hair in place. Beards and mustaches must be clean and neatly trimmed close to the face.

ATTENDANCE

Regular attendance and punctuality are essential components in the satisfactory performance of one's job responsibilities. As an AHSD 25 employee, you are expected to observe working hours and days. Excessive unexcused absences and tardiness are not acceptable. All employees must be ready for work, in proper uniform, at their assigned areas at their scheduled start time. A poor attendance record will lead to disciplinary action and possible termination.

Clock In/Out Procedures

Employees must record all working hours by use of the district's time-clock system. It is the employee's responsibility to make sure to clock in/out on the time clock at your scheduled location. Employees are expected to clock in no earlier or later than 7 minutes before or after the start of their scheduled shift and clock out no later than 7 minutes before or after the end of their scheduled shift, unless approved by the supervisor. Failure to abide by these timeclock ranges will result in a prorated reduction in pay. Employees should not be on property unless scheduled for work unless they have received prior approval, or are parents/guardians of students in the school district. Employees cannot clock in/out for anyone else, and are required to clock out for unpaid rest breaks.

Hours of Work

The standard work year shall be determined by the school calendar established by the Board of Education each year. The workday varies from three (3) to eight (8) hours depending on specific job duties.

Absence Due to Illness

All absences must be entered in the electronic AESOP attendance system. In addition, a phone call must be made to numbers noted below. Regular attendance by all food service employees is very important.

If employed at South or Thomas employees must call the Kitchen Manager.

South	847-506-6311
Thomas	847-506-6211

If employed in the K-5 schools, employees must call the Food & Nutrition Service office at 847-758-4883, to speak with a person. Do not leave a message.

If absent 3 or more consecutive work days, a doctor's note will be required to return to work. The Board also reserves the right to require a doctor's note for absences of less than 3 or more consecutive days. If an employee fails to call in and does not show up for 3 or more consecutive work days, this may be considered job abandonment and result in immediate voluntary resignation.

Schedules

Work schedules are established by the Kitchen Manager and the Director of Food & Nutrition Services.

Calendars

Employee work schedule calendars are available on www.sd25.org. The calendars are on the staff protected pages. All employees must know how to sign in to the staff protected pages.

Breaks

An employee who works at least 7.5 continuous hours per day shall receive an unpaid 30-minute duty-free meal break that begins within the first 5 hours of the employee's workday. The District accommodates employees who are nursing mothers according to State and Federal Law. Further information is listed under the recommended section on pregnancy rights.



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COMPENSATION

COMPENSATION & BENEFITS

Salary

Salary rates are reviewed annually. The employee's initial level placement and salary will be determined by the Assistant Superintendent for Personnel and Planning. Hourly rates are determined by years of service with AHSD 25. Employees must be employed prior to November 1st of the previous year to be eligible for a pay increase for the next school year.

2023-24 Food Service Salaries

Food Service Managers		Food Service Staff	
Years of Service	Hourly Rate	Years of Service	Hourly Rate
0	\$20.70	0	\$16.20
1	\$21.11	1	\$16.38
2	\$21.22	2	\$16.54
3	\$21.39	3	\$16.70
4	\$21.56	4	\$16.86
5	\$21.72	5	\$17.03
6	\$21.88	6	\$17.19
7	\$22.05	7	\$17.36
8	\$22.22	8	\$17.54
9	\$22.39	9	\$17.69
10	\$22.54	10	\$17.86
11	\$22.71	11	\$18.02
12	\$22.88	12	\$18.19
13	\$23.05	13	\$18.35
14	\$23.21	14	\$18.52
15	\$23.37	15	\$18.69
16	\$23.54	16	\$18.86
17	\$23.71	17	\$19.02
18	\$23.87	18	\$19.18
19	\$24.20	19	\$19.35
20	\$24.95	20	\$19.52
21	\$25.68	21	\$19.68
22	\$26.46	22	\$19.84
23	\$27.26	23	\$19.99
24	\$28.05	24	\$20.16

Pay Periods

Hourly food service employees will be paid on the 15th and 30th of each month for nineteen (19) annual pay periods. When such dates fall on a weekend or holiday, payday will be on the last working day preceding the weekend or holiday. (See Pay Period Schedule, p. 41)

PAID HOLIDAYS

For Employees Working 30 Hours +

Food Service employees receive paid holidays (or days when Food Service employees are not required to work but are paid) in accordance with the Box Calendar for their position for the school year.

Employees working less than 30 hours per week do not receive paid holidays.

SUMMER PAY/BENEFITS

All full-time Food Service employees (30 hours or more per week) **hired prior to March 1st** of any given year will have their compensation distributed through the summer months, unless they request in writing that remaining fiscal year payments be received in June. It will be necessary to hold back a percentage of the employee's pay during the school year in order to pay the employee throughout the summer.

In addition, Food Service employees who work 30 hours or more per week and are hired prior to March 1st of any given year (and who work through the end of the school year) will be eligible to continue medical, dental, vision, and life insurance coverage through the summer months *at their same cost*.

Those individuals hired on or after March 1st of any given school year will not have their compensation distributed through the summer months.

If the Food Service employee's start date is between March 1st and the last day of the school year AND the employee works until the last day of the school AND:

1. There is a guarantee of continued employment for the following school year, the employee will be eligible to receive health and life insurance benefits through August 31st (insurance premiums will be invoiced separately for the summer months); or
2. If there is no guarantee of continued employment, the employee receives health and life insurance benefits only through the end of the school year.

If a guarantee of employment is made to a Food Service employee before the current school year ends, the employee then is eligible to receive health and life insurance benefits through August 31st.

If employment for the next school year is offered after the close of the school year in June, health and life insurance benefits will begin with the start of the next school year.

If the Food Service employee resigns, retires, or is terminated before the last day of the school year, the employee's health and life insurance coverage ends on either the 15th or 30th depending on the last day of employment. Health and life insurance costs will be prorated based upon the percentage of work during the school year.



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BENEFITS

BENEFITS - FULL TIME EMPLOYEES

Full-time employees are eligible for medical, dental, vision, and life insurance benefits. Refer to the district web site at <http://www.sd25.org/Page/881> for information about health insurance, vision insurance, dental insurance, life insurance, COBRA, and Flexible Spending Accounts. Detailed information is available by logging into the BSwift online benefits portal. Questions regarding insurance information should be forwarded to the Benefits Manager at (847) 228-2079 or benefits@sd25.org.

For benefit information for full-time employees starting after March 1st of any given school year, please refer to the Summer Pay/Benefits section on page 2.03.

Benefits - Part time Employees

Part-time employees who work 30 or more hours/week are eligible for Medical, Dental, Vision and Life Insurance. Part-time employees who work less than thirty (30) hours per week are not entitled to Medical, Dental, Vision, and Life Insurance Benefits.

Part-time employees **who are expected to work 600 or more hours per year** are entitled to sick leave (see p. 17) and participation in the Illinois Municipal Retirement Fund (IMRF).

Benefits – All Employees

The benefit year is the same as the calendar year. Employees eligible for benefits may only make changes to their benefit elections during the open enrollment period immediately prior to January 1 each year, *unless they have a qualifying life event*. By law, employees seeking to make changes to their benefit elections based on a qualifying life event have up to **thirty (30) days after the life event date to make their changes**.

All Food Service employees have the opportunity to enroll in an approved tax sheltered 403b annuity program at any time throughout the year. Review the information and forms available on the staff website – <http://www.sd25.org/Page/881>. Submit a Salary Reduction Agreement to the Assistant Superintendent for Business/CSBO.

All employees are covered by the District's Liability and Worker's Compensation Insurance and are entitled to participate in either of the two credit unions (see below).

Illinois Municipal Retirement Fund (IMRF)

All food service employees **who are expected to work 600 or more hours per year** are enrolled in the Illinois Municipal Retirement Fund (IMRF) at the commencement of employment with the school district. The Board of Education and the employee contribute to IMRF. The employee's contribution is 4.5% of the employee's reported creditable earnings. Creditable earnings reported to IMRF are reduced by employee deductions under the district's cafeteria plan. As of 01/01/12, employees have the ability to opt-out of the district's cafeteria plan. Employees should refer to the IMRF web site at <http://www.imrf.org/> for additional information on benefits.

Employees within five years of retirement are encouraged to attend an IMRF retirement seminar and make an individual appointment with an IMRF representative to determine which IMRF benefits are available to the employee.

TAX SHELTERED ANNUITY 403b

All ESP employees have the opportunity to enroll in an approved tax sheltered 403b annuity program at any time throughout the year. Review the information and forms available on the staff website – <http://www.sd25.org/Page/881>. Submit a Salary Reduction Agreement to the Assistant Superintendent for Business/CSBO.

Credit Union

Membership Requirements

If you are a non-certified employee of District 25, you may join either the METRO Federal Credit Union or AAEC Credit Union. Retirees and family members of current employees are also eligible.

Locations

METRO Federal Credit Union
2440 E. Rand
IL 60004
(847) 392-1922

AAEC Credit Union
1104 S Arlington Heights Rd. Arlington Heights,
Arlington Heights, IL 60005 (847) 670-0456

Payroll Deduction

If you wish to have your METRO, AAEC or other bank deposit made through a payroll deduction, please contact the Payroll Department at (847) 758-4885.

RETIREMENT

Food Service employees may qualify for an IMRF pension if they have eight (8) years of service credits under Tier 1, or ten (10) years of service credits under Tier 2 of the IMRF System.

The tier is determined by the member's *first* IMRF participation date. If you first participated in IMRF on or after January 1, 2011, you participated in Tier 2. If you participated in IMRF before January 1, 2011, and are enrolled in IMRF after January 1, 2011, you participate in Tier 1. For additional information on "tiers" refer to the IMRF website at <http://www.imrf.org/>.

Food Service employees previously employed as Certified Teaching Assistant/Substitutes (a job classification that has expired) may qualify for a Teacher's Retirement System (TRS) pension if they have worked at least five (5) full years in a position that requires a teaching certificate.

Any Food Service employee who meets the following requirements:

- the employee has **worked fifteen or more years for District 25**
- the last five years of service must be in a Food Service position and must be unbroken service
- employee must be eligible for retirement under IMRF is eligible for a retirement incentive based on the following:
- if the employee informs the Department of Personnel and Planning of retirement one (1) year or more prior to the date of retirement a total of a 6% increase over the salary in effect the year prior to retirement
- if the employee informs the Department of Personnel and Planning of retirement between six and twelve months prior to the date of retirement a total of a 3% increase over the salary in effect the year prior to retirement

Employees are encouraged to contact IMRF and schedule a pre-retirement conference for specific information regarding the Illinois Municipal Retirement Fund pension.

An employee planning to retire should notify his or her supervisor at least 2 months before the retirement date. (Board Policy 5:290)



RETIREMENT – IMRF MEMBERS

Whether you are retiring or just thinking about retiring, the information below will help you understand how your benefits will be handled once you have left the District.

10 Month employees retiring at the end of the school year (June) will have their insurance continued based on the following chart:

Employee Type	Coverage Termination Date
Building Support Technician	August 15
Elementary School Admin. Asst.	July 31
Food Service – Salaried	August 31
Occupational Therapist	August 31
Physical Therapist	August 31
Registered Nurse	August 31
Teaching Assistant	August 31
Tech Facilitators	July 31

12 Month Employees and any IMRF employee who retires at any other time of the year other than the end of the school year, insurance will end by the following schedule:

- If the retirement date is between the 1st and 15th, the last date of coverage is the 15th of the retirement month.
- If the retirement date is between the 16th and the last day of the month, the last date of coverage is the last day of the retirement month.

Retirees who are members of the Illinois Municipal Retirement Fund (IMRF) are eligible to continue their insurance, post retirement, based on the chart below:

Insurance	Administrator	Length of Coverage
Medical	AHSD25	Indefinitely*
Dental	AHSD25	Indefinitely *
Vision**	COBRA	18 months
Life	Dearborn National (Division of BCBS)	Contact Dearborn National for possible conversion 800-367-6401

* Coverage will continue provided the retiree's account is kept in good standing. Benefits will be canceled for non-payment of premium

** Employee Benefit Corp (EBC) will send COBRA information directly to you via USPS.

****ENROLLING IN RETIREE BENEFITS IS A TWO STEP PROCESS****

Retirees interested in continuing medical and/or dental coverage must

1. Complete an enrollment in Bswift
2. Submit an [online questionnaire](#).

RETIREE ENROLLMENT IS OPEN APPROXIMATELY 15 DAYS PRIOR TO RETIREMENT AND CLOSES 30 DAYS AFTER THE COVERAGE TERMINATION DATE. (See above for coverage termination dates)

NO ENROLLMENT CAN BE LEGALLY ACCEPTED AFTER THE ENROLLMENT WINDOW HAS CLOSED.

Retirees who choose not to continue medical and dental coverage must still log into [Bswift](#) and WAIVE their benefit(s)

By law, the District is required to send retirees information on continuing coverage through COBRA. IMRF members who want to continue medical and/or dental coverage and have completed the 2 step process of enrollment with the District, **SHOULD NOT** complete a COBRA enrollment. Medical and/or dental election and billing will be handled through Arlington Height School District 25. Retiree and COBRA insurance rates can be found in the library section of [Bswift](#)

LEAVES - FULL-TIME EMPLOYEES

All full-time Food Service employees are entitled to the following leaves: Personal Business, Jury Duty, Bereavement, and Sick Leave. Full-time employees are defined as employees working thirty (30) or more hours per week.

Personal Business

In accordance with board policy 5:330, the Board shall grant full-time employees three (3) days yearly at full pay that may be used for urgent personal business. Full-time employees that begin after the first day of their scheduled work year will have their personal days prorated based upon the number of days remaining in the employee's calendar.

Urgent personal business involves situations beyond the ordinary and with real importance or urgency which cannot reasonably be controlled or during which it may be unreasonable to expect matters to be accomplished at times other than school hours. Except in the case of emergency, advance notice of the necessity for personal leave shall be given to the principal or immediate supervisor as soon as possible, usually at least 48 hours prior to the commencement of the leave.

Such leave shall be non-cumulative. Employees may not use personal leave the day immediately preceding or immediately following a legal holiday, school recess, or day of non-attendance except in the case of emergency or religious holiday and with administrative approval. At the end of the school year, any unused personal business days will automatically be converted into sick days and will be allowed to accumulate as sick days.

For further information regarding personal business leave, please see your administrator or contact the Assistant Superintendent for Personnel and Planning (847) 758-4910.

Jury Duty
For Employees Working 30 Hours +

The Board shall pay the regular salary to staff members who work at least 30 hours per week and called to serve as jurists or subpoenaed to appear before legal or review panels as witnesses. The employee should submit the check stub from the jury duty or subpoena to the Benefits Manager at the District Office.

Bereavement
For Employees Working 30 Hours +

Annually, up to two (2) days of paid leave for each incident of death in the immediate family or household (as defined below).

If travel time is needed employees may submit a request to the Assistant Superintendent for Personnel and Planning for up to two (2) additional days of paid leave.

Bereavement leave for the “immediate family” includes: spouse, children, step-children, grandchildren, step-grandchildren, father and mother, guardians, brother, sister, grandparents of either the employee and/or spouse.

Bereavement leave is also allowed for uncles, aunts, nieces, and nephews of the first degree (and spouses of the aforementioned relatives) of the employee and/or spouse.

The employee is required to list the relationship in the electronic attendance system notes when reporting the absence to the supervisor.

Bereavement leave is to be used during the school year in which the immediate family member passed away and not to be used intermittently.

Injury on the Job

Any employees injured while working for the school district must complete the required District 25 paperwork within 24 hours regarding the details of the injury. Employees at South, Thomas, Lincoln and Macarthur should report accidents to the food service manager immediately and complete the required paperwork. K-5 employees should report to the nurse's office to complete the required paperwork. Required paperwork can be found on the District 25 Website in the Staff pages under "Business Office Information and Forms". All accidents and/or injuries should be reported immediately to the Food & Nutrition Services Office at (847) 758-4904. Injured employees may be required to provide a doctor note releasing them before returning to work.

Any employee whose injury impacted the head, neck, back or knee must obtain a doctors note listing any restrictions or state "no restrictions" before returning to work. Employees may visit Occupational Health or their own doctor.

Any employee injured while working for the school district may qualify to file a claim with Workers Compensation. The Workers' Compensation Insurance Company is responsible for approving / rejecting all workers' compensation claims.

If the Workers Compensation claim is accepted, the injured employee will receive full salary for the first three (3) continuous working days missed because of the injury, without deduction from the injured employee's accumulated sick leave. After three (3) continuous working days missed because of the injury, the injured employee will be deducted one (1) sick day for every three (3) days missed until he/she returns to work. If the employee does not have any available sick days, the employee's other available paid time off will be used in substitution.

On the days the employee is receiving full pay and Worker's Compensation benefits the employee is required to turn over their Workers' Compensation benefits since they are earning their full compensation.

Further information regarding injury on the job is available from the Assistant Superintendent for Business/CSBO (847) 228-2080.

Sick Leave

Each full-time employee shall be entitled to a total of fifteen (15) sick days with full pay per year. Part time employees who work less than full time but more than 600 hours per year (17.5 hours per week) shall be entitled to fifteen (15) sick days prorated based on their percentage of time worked but no less than 10 day sick leave days per year.

Such sick leave shall be cumulative to 255 days. Each employee with an accumulation of 255 sick days will be granted an additional fifteen (15) days at the beginning of the school year, bringing the possible maximum for that employee to 270 sick days. Sick

3.07

days used during the course of the school year will be taken from this total. Unused sick days above the 255 cumulative rollover maximum will not be carried over into the next year but are donated to the District 25 Sick Leave Bank. BOARD POLICY 5:330 ALSO STATES AS FOLLOWS: "Full-time food service personnel who work at least 30 hours per week receive 15 paid sick leave days per year. Part-time food service personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday."

Employees who begin after the scheduled start date for their position will have their sick leave prorated based upon the percentage of their scheduled work year they work, rounded to the nearest half day.

Example: The work calendar is 184 days from 08/28 to 6/7.
An employee who starts 12/1 will have 119 days in their work calendar.
 $119/184 \text{ days} = 0.6467 * 15 \text{ sick days} = 9.7$ rounded to nearest half day =
10 days (if the employee will work more than 600 hours for the remainder of the year, the minimum sick days allocation would be 10 days)

Sick leave shall be interpreted to mean personal illness, doctor's appointments, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The "immediate family" for the purposes of this section shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.—The District requires a physician's certificate for the use of paid sick leave after an absence of 3 or more consecutive days for personal illness or up to 30 days for birth or as the District may deem necessary in other cases. The required physician's certificate must be received prior to the employee's return to work.

For birth-6 calendar weeks of sick leave, from the date of birth, can be used provided the employee has said number of days available in their personal accumulation. Additional days for birth, if available within the employee's personal accumulation amount, may be taken with doctor's certification of the need for such days. For adoption or placement for adoption, 30 days of sick leave may be used, provided the employee has said number of days available in the employee's personal accumulation amount.

Sick leave for birth or adoption must be used immediately contiguous to the birth or adoption event.

3.08

One sick day will be deducted for each missed day regardless of the number of hours scheduled. One half sick day will be deducted when the employee is full time and has worked 50% of his/her scheduled time for that work day.

Employees returning to work from a significant illness or injury must provide the Benefits Manager with a release from their physician indicating that they are fit to return to work.

This release is required from the physician if the employee has:

- undergone any surgery, or
- sustained an injury requiring doctor's care, or
- been admitted to or seen at a hospital for any reason, or
- been absent for personal illness requiring doctor's care of three consecutive days or more that brings into question the employee's fitness for duty.

Should an employee have a question as to whether a release is required, the employee should contact the Benefits Manager at (847) 228-2079.

LEAVES – PART TIME EMPLOYEES

Part time employees who work less than full time but more than 600 hours per year (17.5 hours per week) shall be entitled to fifteen (15) sick days per year prorated based on their percentage of time worked but no less than 10 day sick leave days per year for the same purposes and under the same provisions noted above for full-time employees. Part-time employees will be charged a full sick day for each day missed (i.e. their regularly scheduled hours equal a full day). Such sick leave shall be cumulative to 255 days. Each part-time employee with an accumulation of 255 sick days will be granted an additional fifteen (15) days prorated based on their percentage of time worked at the beginning of the school year, bringing the possible maximum for that employee to 270 sick days. Sick days used during the course of the school year will be taken from this total. Unused sick days above the 255 cumulative rollover maximum will not be carried over into the next year but are donated to the District 25 Sick Leave Bank.

Part-Time Employees who need to schedule unpaid time need prior approval from the Director of Food & Nutrition Services & Assistant Superintendent for Personnel & Planning. No other paid leave is available to part-time ESP employees.

Unused Sick Leave Days

After an employee terminates or retires from the District, the payroll manager will report all unused sick leave days for that employee (up to a maximum of 240 days) to IMRF. Any unused sick leave days exceeding the 240 maximum are forfeited.

Qualified, retiring IMRF employees may qualify for a maximum of one year of additional pension service credit for unpaid, unused sick leave accumulated with their last employer. One month of service is credited for every 20 days, or a fraction thereof, of unpaid, unused sick leave not to exceed 240 days (one year). Employees should contact IMRF for more information.

District 25 Sick Leave Bank

The District 25 Sick Leave Bank covers the following employee groups: TCARN, ESP, Food Services, administrators and all other employees not covered under a collective bargaining agreement. All individuals, in one of the above employee groups, are automatically required to become members of the Sick Leave Bank upon the date of employment.

1. A District 25 Sick Leave Bank Committee will act in all matters that concern the policies and the administration of the Sick Leave Bank and report its decisions in writing to the Assistant Superintendent for Personnel and Planning prior to any payment for extended sick leave. The committee shall be made up of one ESP representative, one TCARN representative, one Food Services representative, one administrative representative, and the Benefits Manager.

2. Employees will enroll in the Sick Leave Bank by donating one sick day to the Bank at the beginning of each fiscal year (7/1 – 6/30) for the first five consecutive years of employment. These days will be automatically deducted from the employee's sick leave day entitlement. Employees who are not eligible for sick leave benefits are not entitled to membership in the District's Sick Leave Bank.

3. The intent of the Sick Leave Bank is to provide extended sick leave to those members who experience an extended absence due to the employee's own prolonged illness or hospitalization, or the prolonged illness or hospitalization of an employee's immediate family member. For the purposes of this policy, "immediate family member" shall be defined as spouse, children (or other dependents living in your home), parents, parents-in-law, sons-in-law, and daughters-in-law. The Sick Leave Bank shall not be available for use in conjunction with any illness due to elective surgery or cosmetic surgery. In order to be eligible to draw from the Bank, a member must:

- be a contributor to the Bank;
- present a doctor's certificate of continuing illness, including the date that they are anticipated to return to work;
- have used all of his/her accumulated sick leave and all other available compensation days (i.e. personal business days, comp time, etc...).

4. A maximum number of days available annually (July 1 – June 30) to an eligible member shall be as follows:

Employee's Number of Years as a Member of District 25 Sick Leave Bank	Number of Available Sick Leave Bank Days Per Year
0 - 2	5
3 - 4	10
5 - 10	20
11 - 14	40
15+	60

Each member may make application to draw from the Sick Leave Bank the number of sick leave days equal to the lesser of: 1) the number of days remaining until the employee's anticipated date of return to work; 2) the number of employee work days remaining in the term; or 3) the maximum number of available Sick Leave Bank days set forth in the above chart not to exceed twenty days. A member who qualifies for more than twenty days on the above chart shall be entitled to such additional days upon the submission of a doctor's certificate of continuing illness, including an anticipated date of return to work, to the Supervisor of Business Services.

5. Should the total number of days in the Sick Leave Bank ever fall below 100 days, representatives from the member groups and School District 25 representatives shall meet to assess the viability of the Sick Leave Bank and the potential need for additional days to be contributed by members of the Sick Leave Bank.

6. It shall be noted that any medical documentation required herein is requested at the direction of the Sick Leave Bank Committee for the purpose of determining eligibility for Sick Leave Bank benefits. The Board reserves the continued right to request any medical documentation it deems necessary, and/or to require the employee to submit to additional medical examinations at the District's expense, subject only to any limitations existing under applicable law.

7. Employees who transfer to other positions within the school district that have their own Sick Leave Bank are required to begin their membership anew in the new Sick Leave Bank. No days can be carried over from one Sick Leave Bank to another within the school district. (Example: TCARN employee joins ATA. The employee would become a member of the ATA Sick Leave Bank and would be required to make the initial sick day donation over the first five years and adhere to the contract language in the ATA Professional Agreement.) Donated days are not returned to the employee upon termination of employment from the district or from an employee group enrolled in the District 25 Sick Leave Bank referred to in this handbook.

3.12

8. Member employees who have exceeded their maximum sick leave day accrual (that can be carried over into the next fiscal year) as of June 30th will automatically have excess days donated to the District 25 Sick Leave Bank.

Directions for Accessing the Sick Leave Bank:

An eligible District 25 Sick Leave Bank member who has used all sick days, personal days, and comp time, may request days from the Sick Leave Bank by contacting the Benefits Manager at (847) 228-2079 for an application for Sick Leave Bank Days (application on next page). The application is also available on the district's internal website.

Upon receipt of an application, the Sick Leave Bank Committee will convene within five business days to review the request and determine whether or not to grant the request for Sick Leave Bank days. The Benefits Manager will contact the employee and the Assistant Superintendent for Personnel and Planning with the Committee's decision.



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District 25 Sick Leave Bank Application for Sick Days

Employee Name _____ Date _____

Work Location _____ Employee Group: (please check one below)

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> SASP | <input type="checkbox"/> TCARN |
| <input type="checkbox"/> Admin | <input type="checkbox"/> Food Services |
| <input type="checkbox"/> Other _____ | |

I am applying for available sick leave bank days due to: _____ my own illness
_____ illness of immediate family member

If you checked the illness of immediate family member, please identify the employee's relationship to the family member:

- | | |
|---|--|
| <input type="checkbox"/> Spouse | <input type="checkbox"/> Parent-in-law |
| <input type="checkbox"/> Child | <input type="checkbox"/> Son-in-law |
| <input type="checkbox"/> Parent | <input type="checkbox"/> Daughter-in-law |
| <input type="checkbox"/> Other dependent living in your home – Please explain below:
_____ | |

Please list your anticipated date of return to work per your (family member's) doctor: _____

YOU MUST ATTACH A DOCTOR'S CERTIFICATE OF CONTINUING ILLNESS, INCLUDING THE DATE THAT THE EMPLOYEE IS ANTICIPATED TO RETURN TO WORK.

Employee's Signature Date

RETURN COMPLETED APPLICATION TO THE BENEFITS MANAGER

DO NOT WRITE IN THIS SPACE BELOW – OFFICE USE ONLY

Date when this employee has used all available compensation days: _____

Number of available Sick Leave Bank Days to eligible member if the Sick Leave Bank Committee approves this application: _____

Approval Date: _____

Declined Date: _____



ARLINGTON HEIGHTS SCHOOL DISTRICT 25

FAMILY AND MEDICAL LEAVE ACT INFORMATION SUMMARY

Arlington Heights School District 25 (AHSD25) provides this information **for employees who have requested or are taking leave that could be covered by the Federal Family Leave Act (FMLA)** and provides additional information that is unique to Illinois, AHSD25, or that you should otherwise know about. The federal poster "Employee Rights and Responsibilities Under the Family Medical Leave Act" summarizes employee and employer rights and responsibilities under the FMLA and is attached at the end of this document. You can also download the poster at <https://www.dol.gov/whd/regs/compliance/posters/fmlaen.PDF>

Use of Paid and Unpaid Leave

The FMLA allows eligible employees to take job protected leave from work for the reasons and the amount of time described on the FMLA poster. While FMLA leave is unpaid, the District will substitute an employee's accrued paid leave and/or compensatory time-off for unpaid leave. All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. See Board policy 5:185 for further details.

How AHSD 25 Measures Available FMLA

AHSD25 uses a "rolling" 12-month period measured backward from the date you use any FMLA leave. Under the rolling 12-month period, each time you take FMLA leave, your remaining leave entitlement is the balance of the 12 week FMLA allotment which has not been used during the immediately preceding 12 months.

Certification of Leave

You will be required to provide certification from a health care provider to support the need for leave due to your own serious health condition or to care for a family member with a serious health condition. If certification is requested, you will need to arrange for completion of a Family and Medical Leave Certification of Health Care Provider Statement, and return it to the Benefits Manager within 15 days. Failure to do this may delay approval of your leave request, and your absence could be considered unauthorized. AHSD25 may also ask you to provide periodic updates regarding your ability to return to work, and AHSD25 may require a second medical opinion at its expense.

For leave related to a family member's active duty in the armed services, certification of the family member's military orders or status, or the reason for the leave may be required.

Health Insurance Coverage

During periods of leave covered by the FMLA, AHSD25 will continue to pay for the employer portion of insurance premiums.

If you are on unpaid FMLA leave, you will be billed for the employee health insurance contributions. If you fail to pay the premium by the due date on your invoice, your insurance may be cancelled.

At our option, the District may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work.

Return to Work

Upon returning to work from a health-related leave, you will be required to provide a certification from a health care provider that you are fit to return to work. The certification must be received by AHSD25 prior to your return. Contact your Administrator and the Benefits Manager as soon as you know your expected return to work date.

If you do not return to work following an FMLA leave for reasons other than: the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; the continuation, recurrence, or onset of a covered servicemember's serious injury or illness which would entitle you to FMLA leave; or other circumstances beyond your control, you will be required to reimburse AHSD25 for the employer's share of insurance premiums paid on your behalf during your FMLA leave.

Additional Resources

- Definitions of terms used in the Family Medical Leave Act: <http://tinyurl.com/FMLA-definitions>
- AHSD25 FMLA Board Policy: <https://www.sd25.org/cms/lib/IL01904427/Centricity/Domain/42/5185.pdf>

If you have questions about this information, please contact the Benefits Manager at jgorski@sd25.org.

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, **to request FMLA leave you must:**

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your employer **may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your employer **must:**

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your employer **cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer **must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your employer **must notify you in writing:**

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR





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CONDUCT, TERMINATION PROCEDURES, & REDUCTION IN FORCE

CONDUCT & TERMINATION PROCEDURES

Employee Conduct Standards

Professional and ethical behavior is expected of all District staff members. The standards listed below serve as a notice of expected conduct. The standards are intended to protect the health, safety, and general welfare of students and employees, ensure the community a degree of accountability within the School District, and define misconduct justifying disciplinary action. The listed standards are not a complete list of expectations, and depending on the factual context, an employee may be disciplined for conduct that is not specifically listed.

All school employees shall:

1. Exhibit positive examples of preparedness, punctuality, attendance, self-control, language, and appearance.
2. Exemplify honesty and integrity. Violations of this standard include, but are not limited to, falsifying, misrepresenting, omitting, or erroneously reporting the professional qualifications of oneself or another individual or information submitted in connection with job duties or during the course of an official inquiry/investigation.
3. Maintain a professional, appropriate relationship with all students, both in and outside the school and attend all in-service training on educator ethics, teacher-student conduct, and school employee-student conduct for all personnel (105 ILCS 5/10-22.39). Violations of this standard, include but are not limited to: (a) committing any act of child abuse or cruelty to children; (b) engaging in harassing behavior; (c) soliciting, encouraging, or consummating an inappropriate written, verbal, or physical relationship with a student; and (d) furnishing tobacco, alcohol, or illegal/unauthorized substance to any student or allowing a student under his or her supervision to consume alcohol or an illegal/unauthorized substance.
4. Maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and violence, and free from bias and discrimination. Violations of this standard include, but are not limited to: (a) using or being under the influence of alcohol or illegal or unauthorized substances when on school property or at school-sponsored events, or whenever engaged in job responsibilities; (b) failing to report suspected cases of child abuse or neglect, or of gender harassment; and (c) tolerating student-on-student bullying or harassment.

4.01

5. Honor the public trust when entrusted with public funds and property by acting with a high level of honesty, accuracy, and responsibility. Violations of this standard include, but are not limited to: (a) misusing public or school-related funds; (b) failing to account for funds collected from students or parents/guardians; (c) submitting fraudulent requests for reimbursement of expenses or for pay; (d) co-mingling District or school funds with personal funds or checking accounts; and (e) using school property without the approval of the supervising school official.

6. Maintain integrity with students, colleagues, parents/guardians, community members, and businesses concerning business dealings and when accepting gifts and favors. Violations of this standard, include but are not limited to, soliciting students or parents/guardians to purchase supplies or services from the employee or to participate in activities that financially benefit the employee without fully disclosing the interest.

7. Respect the confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements. Violations of this standard include, but are not limited to: (a) disclosing confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results, unless disclosure is required or permitted by law; and (b) disclosing confidential information restricted by State or federal law.

8. Demonstrate conduct that follows generally recognized professional standards and attend all in-service training on educator ethics, teacher-student conduct, and school employee-student conduct for all personnel (105 ILCS 5/10-22.39). Unethical conduct is any conduct that impairs the employee's ability to function professionally in his or her employment position or a pattern of behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students.

9. Comply with all State and federal laws and rules regulating public schools and School Board policies, including but not limited to: 2:105 (Ethics and Gift Ban), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:50 (Drug- and Alcohol-Free Workplace), 5:60 (Expenses), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Ethics), 5:130 (Responsibilities Concerning Internal Information), 5:140 (Solicitations By or From Staff), 5:170 (Copyright), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:230 (Maintaining Student Discipline), 5:280 (Duties and Qualifications), 5:290 (Employment Termination and Suspensions),

4.02

6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:190 (Student Discipline), 7:340 (Student Records), and 8:30 (Visitors to and Conduct on School Property).

Conviction of any employment-disqualifying criminal offense listed in Section 5/21B-80 of The School Code will result in dismissal.

Disciplinary Process

When an employee's behavior or performance is determined to be unacceptable, disruptive, falling below standards and expectations, negatively affecting other employees or in violation of a policy, procedure or guideline the disciplinary process may include any or all of the following:

- Verbal coaching & counseling
- Written warning
- Suspension
- Discharge from employment

*The District is not required to exhaust all of the foregoing disciplinary techniques in the event a decision is made to discipline an employee and may, in its discretion, discharge an employee for a first offense.

Suspension

The Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. (Board Policy 5:290)

Resignation

An employee is requested to provide 2 weeks' notice of a resignation in writing. The document must be signed and submitted to the Personnel Department. A resignation notice cannot be revoked once given.

REDUCTION IN FORCE

Should a reduction in the Food Service staff be decided upon by the Board of Education, an orderly and well-communicated procedure will be utilized to implement such a decision. The Board will follow the requirements of the Illinois School Code.

The Board of Education will receive for action recommendations of names of Food Service employees to be honorably dismissed and these Food Service employees will receive a letter of notification by regular mail and either certified mail, return receipt requested, or personal delivery. The final decision to honorably dismiss any Food Service employee will rest solely with the Board of Education. (For additional information, reference Board of Education Policy 5:290)

If vacancies occur within the period provided by law, individuals honorably dismissed will be selected for appropriate positions for which they are eligible and qualified.

SENIORITY

Seniority shall be defined as the continuous length of full-time service within a specific job classification. Seniority shall accrue annually beginning with the first full year of employment within the district. All FOOD & NUTRITION SERVICES DEPARTMENT employees beginning their unbroken service to the district on the 1st day of each new school year or after January 1st of the previous school year shall be deemed to have the same level of seniority. Evaluation ratings and the hire date shall break seniority ties in the event of a reduction in force.

Seniority is non-transferable between a FOOD & NUTRITION SERVICES DEPARTMENT position and a non-FOOD & NUTRITION SERVICES DEPARTMENT position.

If a FOOD & NUTRITION SERVICES DEPARTMENT employee elects to leave the district or a FOOD & NUTRITION SERVICES DEPARTMENT job classification, said employee loses seniority due to broken service. FOOD & NUTRITION SERVICES DEPARTMENT employees who resign a position and then are re-employed in the future, begin their seniority accrual anew. However, because of his/her past experience, the employee may be compensated at a level commensurate with their experience.

Final Paycheck

Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment. (Board Policy 5:290)



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MISCELLANEOUS

ABUSED AND NEGLECTED CHILD REPORTING

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall immediately report such a case to the Illinois Department of Children and Family Services. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. All District employees shall sign the "Acknowledgement of Mandated Reporter Status" form provided by the Illinois Department of Child and Family Services and the Superintendent or designee shall ensure that the signed forms are retained.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at www.cybertipline.com. The employee shall also promptly notify the Superintendent or Building Principal of the discovery and that a report has been made.

All District employees working with students shall participate in training that specifically addresses and reviews the detection, reporting, and prevention of child abuse and neglect according to the requirements of The Abused and Neglected Child Reporting Act. (Board Policy 5:90)

ASSIGNMENT

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

CHANGE OF ADDRESS OR PHONE NUMBER

It is important that the District always maintains accurate information with respect to an employee's home address and phone number. This information is necessary for emergency contacts as well as for mailing of paychecks, insurance information, and other items. It is the responsibility of the employee to keep his/her supervisor and the Personnel Department up to date of any changes of address or phone number. Phone numbers that are "unlisted" will be considered confidential and distributed only to appropriate administrators.

CONFIDENTIALITY

In the course of your employment you may have access to information about students, other employees, school district business and/or other school districts. Often this information is to be kept confidential. If you are uncertain about whether information is confidential, check with your supervisor BEFORE discussing it with anyone. Breach of confidentiality could result in disciplinary action up to and including dismissal. (Board Policy 5:130)

CRISIS RESPONSE PLAN

Each building site has an established Crisis Response Plan. In addition, Crisis Response Teams have been established to assist in managing tragedies that have significant impact on the workplace/schools (i.e. student or staff deaths, natural disasters, etc...). All crises are reported to the Superintendent. During a crisis staff are not to talk to the media. The Superintendent or administrative designee will distribute all information.

EMERGENCY CLOSINGS

In the event of schools closing due to emergency circumstances, the kitchen managers will be notified of the closing by the Food Service Director or Building Administrator. The Food Service Director or Building Administrator will notify K-5 employees of the closing.

CELL PHONES

1. Phone use is not permitted (while preparing food, serving food, engaging with customers) except in the case of emergency
2. Phone use while driving a District vehicle is not permitted. The vehicle must be in park to operate a phone.
3. Employees may use cell phones while on scheduled break periods.

PHYSICAL EXAMINATIONS

Each employee new to the district must furnish results of a physical examination and the evidence to indicate freedom from communicable disease. The employee pays the cost.

DRUG-AND ALCOHOL-FREE WORKPLACE

All District workplaces are drug- and alcohol-free workplaces. All employees shall be 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.
3. Possession or use of medical cannabis.

For purposes of this policy a controlled substance means a substance 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 shall:

1. Abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and;
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 calendar days after such a conviction.

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 the 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

5.03

District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction. (Board Policy 5:50)

Smoke-Free Facilities

All District facilities and grounds are designated as smoke-free.

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 or no reason at all, other than a reason prohibited by law. Nothing in Board of Education policy or this Handbook 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. (Board Policy 5:270)

WORKPLACE HARASSMENT

The School District expects the workplace environment to be productive, respectful, and free of unlawful harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status identified in Board Policy 5:10.

Arlington Heights School District 25 provides employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting harassment as defined and otherwise prohibited by State and federal law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome 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.

5.05

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding 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 harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use the Board policy 2:260, *Uniform Grievance Procedure*. Employees may choose to report to a person of the employee's same sex. 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. (Board Policy 5:20)

EQUAL EMPLOYMENT OPPORTUNITIES

Arlington Heights School District 25 provides equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, order of protection status, arrest record, military status or unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information. (Board Policy 5:10)

Nondiscrimination Coordinator:

Dr. Brian Kaye (847) 758 – 4900

Complaint Managers:

Dr. Brian Kaye and
(847) 758 – 4900

Mrs. Diane Kaffka
(847) 758 – 4900



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JOB VACANCIES & REDUCTION IN FORCE

JOB VACANCIES

- A. It is incumbent upon staff members interested in seeking new positions or transfers to check the vacancy notices posted on the district's website:
<http://www.sd25.org>
- B. Should there be any change in the salary level or calendar year for the vacancy once it is posted, that vacancy shall be re-posted.
- C. The job posting shall consist of the following:
 - a. Name of the position
 - b. Calendar work year; and
 - c. Minimum qualifications
- D. Individuals interested in being considered for such openings shall complete an online application and give written notification to the Director of Food Services.
- E. The Director of Food Services will notify the applicant of appointment to a position. Other applicants for the opening are to be informed the position is filled.

CARDKEYS

All Food Service employees will be issued a cardkey to their assigned school. The following is important information regarding the cardkeys:

Lost Cardkey

Please report lost car keys immediately, even if you think it's going to turn up. We can temporarily disable the card and reactivate it if it's found.

Broken Cardkey

Broken car keys will be replaced, but broken cards must be returned to the District Reception Office in order to be exchanged. Please periodically check the area where the clip is attached to make sure it is not cracked. This is the biggest reason for lost cards.

Changes to Access of Buildings

Building access can be changed remotely. Please call the District Reception Office at 847-506-6904 if you need to change your access due to building transfers, etc.

Additional “Holes” in Cardkeys

If a hole is punched in your card in the wrong place, it may be damaged so it will no longer work. There are 4 faint blue dots on the back of the card, along one side, that indicate a “safe” zone for small hole punches. If you have a need for an additional hole in the card, or have a push pin that you need to attach, please try to stay in the area of the blue dots to avoid damaging the ability of the card to work with the card readers. In general, it is best to not put extra holes in the cards if it can be avoided.

Return of Used Card Keys

Cardkeys remain the property of School District 25, and must be turned in if you leave District 25 employment. You can leave them with the secretary or principal of your building on your last day, or, if taken home inadvertently; mail them to the District Reception Office.

Staff Identification Badges & Lanyards

Staff will be required to wear district issued identification badge and lanyard. For safety reasons an alternative to the lanyard may be required based on the job task required.

If you have any questions about card keys please contact the District Reception Office at (847) 506-6904.



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EVALUATION

EVALUATIONS

Probationary Period

All new employees shall be considered on a probationary or trial basis for a period of ninety (90) calendar days that begins on their hire date.

At the conclusion of the trial period, if the new employee's performance is considered marginal, management may extend the probationary period an additional thirty (30) calendar days.

An employee may be dismissed at any time during the probationary period.

Evaluation Process

The primary reason for employee evaluations is to identify strengths and weaknesses in order to reinforce regular and appropriate habits and find ways to develop weaker areas. It also creates awareness of how an employee's actual performance compares to the job description.

All food service employees will be evaluated annually. In the kitchens, written evaluations will be completed by the manager, reviewed and signed by the employee.

Evaluations of the managers and K-5 lunch program employees will be completed by the Director of Food & Nutrition Services, reviewed and signed by the employee. (See Evaluation Form, p. 37-41)

DISTRICT 25 FOOD & NUTRITION SERVICE EVALUATION

Employee Name:

School:

Employee Position:

This evaluation is to help implement and/or improve the quality of meal service proficiency with the District. Listed below are a number of performance criteria that are important for job success. Either the employee will meet expectations or will not meet expectations. If the employee does not meet expectations the manager must list what actions will occur to help the staff member meet the expectation.

Meets Expectations

YES

NO

Quantity of Work

- A. Works at a steady pace to complete necessary volume of work in the time requirement
- B. Increases pace of work during peak periods
- C. Organizes work to complete tasks in an orderly efficient manner

☐
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Comments:

YES

NO

Quality of Work

- A. Work performed with consistent accuracy
- B. Follows established food preparation procedures and standards

☐
☐
☐
☐

Comments:

		Meets Expectations	
		YES	NO
Job Performance			
A.	Performs all responsibilities necessary for assigned position, as stated on the job description	<input type="checkbox"/>	<input type="checkbox"/>
B.	Can assemble use and clean all equipment necessary for performing the responsibilities for the assigned position	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

		YES	NO
Attitude			
A.	Follows directions	<input type="checkbox"/>	<input type="checkbox"/>
B.	Uses a pleasant, cooperative and courteous Manner in working with students	<input type="checkbox"/>	<input type="checkbox"/>
C.	Uses a pleasant, cooperative and courteous manner in working with faculty and administrator	<input type="checkbox"/>	<input type="checkbox"/>
D.	Strives to be a cooperative team worker and contribute to the success of the total operation	<input type="checkbox"/>	<input type="checkbox"/>
E.	Accepts and follows new procedures, recipes, job assignments and executes in a positive manner	<input type="checkbox"/>	<input type="checkbox"/>
F.	Actively supports and promotes positive public relations for the food service program and Dist. 25	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

		YES	NO
Initiative			
A.	Assumes responsibility for normal job tasks. Determines what needs to be done and does it without necessary supervision	<input type="checkbox"/>	<input type="checkbox"/>
B.	Successfully handles unusual or emergency situation	<input type="checkbox"/>	<input type="checkbox"/>
C.	Suggests improvement for the operation	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

		Meets Expectations	
		YES	NO
Attendance and Punctuality			
A.	Does not take time off during the school year (with the exception of sick days)	<input type="checkbox"/>	<input type="checkbox"/>
B.	Reports to work on time, ready to start	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Communication Skills			
A.	Verbally responds to students and faculty clearly, in a positive cooperative manner	<input type="checkbox"/>	<input type="checkbox"/>
B.	Communicates thoughts and ideas clearly	<input type="checkbox"/>	<input type="checkbox"/>
C.	Follows oral and written directions successfully	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Sanitation			
A.	Observes sanitary food handling procedures	<input type="checkbox"/>	<input type="checkbox"/>
B.	Keeps work area neat and orderly	<input type="checkbox"/>	<input type="checkbox"/>
C.	Takes responsibility for keeping refrigerators, freezers, storerooms clean and orderly	<input type="checkbox"/>	<input type="checkbox"/>
D.	Properly cleans and uses machines, material and work tools	<input type="checkbox"/>	<input type="checkbox"/>
E.	Well groomed uniform – neat and clean No excess jewelry and nails free of polish	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

		Meets Expectations	
		YES	NO
Professional and Personal Growth			
A.	Attends job related workshops and/or continuing education activities and applies information to the operation	<input type="checkbox"/>	<input type="checkbox"/>
B.	Participates in general school or District activities, as available	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

General Comments

Principal Comments:

Employee Comments:

Reviewer's Signature

Employee's Signature

Director's Signature

Date

Date:

Date:



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JOB DESCRIPTIONS

JOB DESCRIPTIONS

Food & Nutrition Services Manager

The manager shall report to the Director & Assistant Director of Food & Nutrition Services.

The qualifications for the manager shall be to:

1. Read, write, and understand the English language
2. Demonstrate regular and appropriate judgment, trustworthiness, dependability, promptness, flexibility and emotional maturity
3. Maintain regular and appropriate personal hygiene and grooming
4. Pass a physical examination, including a TB test (cost to be covered by the employee)
5. Ability to lift a case of product, pans, filled milk cases, etc., up to 50 pounds on a regular basis
6. Demonstrate regular and appropriate managerial, organizational, interpersonal, and communication skills and commit to be a team player
7. Demonstrate regular and appropriate food service presentation and sanitation skills
8. Pass the mandated fingerprint screening required of all new employees
9. Have experience in the field of food service
10. Pass an Illinois Food Service Sanitation Course within the first year of employment
11. Legally drive a vehicle in the State of Illinois
12. Willingly accept direction and perform a variety of tasks

The responsibilities of the manager shall be to:

1. Operate the program in accordance with Federal, State and Local requirements
2. Assume responsibility for management of the cafeteria; plan and organize work
3. Load/unload and deliver food items at each site while maintaining safe and sanitary conditions in food delivery
4. Follow sanitary food handling procedures at all times
5. Prepare weekly orders and submit all invoices and reports as requested
6. Maintain food, equipment and commodity inventories
7. Direct, supervise, coordinate, train and evaluate all food service personnel assigned to the cafeteria
8. Maintain high quality standards in all foods produced while following quantity cookery techniques and all tested and approved recipes; produce adequate quantities of product for each serving period, as needed
9. Operate all kitchen equipment, handle every job in the kitchen and help serve on the line
10. Report any illnesses (absences) of employees to the district food service office
11. Report all injuries (staff or manager) immediately (see Injury on the Job, page 17)
12. Maintain regular and appropriate public relations between cafeteria, students, and staff by treating customers in a friendly, helpful manner

13. Continue professional growth in school food service attending ILSA (Illinois State Association) conferences and meetings
14. Perform other duties as assigned

Food & Nutrition Services Employee

Employees report to the manager heading their team. Employees have access to speak with the Director and Food Service office staff as needed.

The qualifications of the food service employee shall be to:

1. Read, write, and understand the English language
2. Demonstrate regular and appropriate judgment, trustworthiness, dependability, promptness, flexibility and emotional maturity
3. Maintain regular and appropriate personal hygiene and grooming
4. Pass a physical examination, including a TB test (cost to be covered by the employee)
5. Ability to lift a case of product, pans, filled milk cases, etc., up to 50 pounds on a regular basis
6. Demonstrate regular and appropriate managerial, organizational, interpersonal, and communication skills and commit to be a team player
7. Demonstrate regular and appropriate food service presentation and sanitation skills
8. Pass the mandated fingerprint screening required of all new employees
9. Have prior experience in the field of food service or have the ability to adapt to the school food service environment
10. Pass an Illinois Food Service Sanitation Course within the first year of employment (full-time Food Service Employees)
11. Ability to perform a variety of functions/tasks in the operation where the employee is located
12. Hold a current State of Illinois driver's license and be able to drive food deliveries within the Arlington Heights area.
13. Willingly accept direction

The responsibilities of the food service employee shall be to:

1. Abide by Federal, State, and Local rules and regulations
2. Perform a variety of tasks necessary to a school lunch program, including loading, delivering, and unloading food items at each site while maintaining safe and sanitary conditions in food delivery
3. Assist in the preparation of food items following quantity cookery techniques, production records, and approved recipes
4. Portion food attractively, accurately, and according to the USDA specifications
5. Serve all stations in the service area and provide exceptional customer service
6. Perform cleaning and sanitizing of equipment and facilities as required by local health department regulations and school policies

8.02

7. Adhere to safe and sanitary food handling procedures as required by local health department regulations and school policies
8. Understand and know how to use the Mealtime POS system
9. Count and allocate all daily receipts, demonstrate balance meal counts, prepare bank deposits and any other requested reports
10. Report all injuries immediately (see Injury on the Job, page 17)

PAYROLL PERIODS



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PAY PERIODS

MEMO TO: Administrators, Administrative Assistants, Central Office
Personnel, Transportation, Food Services, Facilities,
(Includes Weekends)

DATE: April 1, 2023

FROM: Michele Arrigo

RE: Payroll Periods

“Paid on this Date” pertains to all employees. This information will be helpful in determining which days are covered for payment when **submitting timesheets and absence reports** for full-time or part-time employees working **Monday through Friday**. This information also includes **weekend dates** for those working in Food Services and/or Facilities.

The dates listed below represent the payroll periods for the 2023-2024 fiscal year:

<u>Days worked during this period</u>	<u>Paid on this date</u>
07/01 – 07/15/23	07/28/23
07/16 – 07/31/23	08/15/23
08/01 – 08/15/23	08/30/23
08/16 – 08/31/23	09/15/23
09/01 – 09/15/23	09/29/23
09/16 – 09/30/23	10/13/23
10/01 – 10/15/23	10/30/23
10/16 – 10/31/23	11/15/23
11/01 – 11/15/23	11/30/23
11/16 – 11/30/23	12/15/23
12/01 – 12/15/23	12/29/23
12/16 – 12/31/23	01/12/24
01/01 – 01/15/24	01/30/24
01/16 – 01/31/24	02/15/24
02/01 – 02/15/24	02/29/24
02/16 – 02/28/24	03/15/24
03/01 – 03/15/24	03/29/24
03/16 – 03/31/24	04/15/24
04/01 – 04/15/24	04/30/24
04/16 – 04/30/24	05/15/24
05/01 – 05/15/24	05/30/24
05/16 – 05/31/24	06/14/24
06/01 – 06/15/24	06/28/24
06/16 – 06/30/24	07/15/24

PAYROLL SCHEDULE FOR TIMESHEETS



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MEMORANDUM

DATE: April 1, 2023

TO: Administrators, Administrative Assistants, Central Office Personnel, Food Services, Facilities Department, Transportation

FROM: Michele Arrigo – Payroll Manager

RE: 2023-2024 Payroll Schedule for Timesheets, Adjustments, Supplementary Payments and Deductions, Additions, or Changes, Absence Reports

PLEASE NOTE: Timesheets are due in Payroll two days after payday.
AESOP/VERITIME Reports should be “Good To Go” within that same timeframe.

The following schedule will be used for 2023-24 payrolls:

<u>DUE IN PAYROLL</u>	<u>PAYROLL DATE</u>
07/05/23	07/14/23
07/18/23	07/28/23
08/01/23	08/15/23
08/17/23	08/30/23
09/01/23	09/15/23
09/19/23	09/29/23
10/03/23	10/13/23
10/17/23	10/30/23
11/01/23	11/15/23
11/17/23	11/30/23
12/04/23	12/15/23
12/19/23	12/29/23
01/03/24	01/12/24
01/17/24	01/30/24
02/01/24	02/15/24
02/20/24	02/29/24
03/04/24	03/15/24
03/19/24	03/29/24
04/02/24	04/15/24
04/17/24	04/30/24
05/02/24	05/15/24
05/17/24	05/30/24
06/03/24	06/14/24
06/18/24	06/28/24