

## PERSONNEL

### EDUCATIONAL SUPPORT PERSONNEL - TERMINATION OF EMPLOYMENT

#### Resignation

Employees should provide a 2-week termination notice.

#### Retirement

An employee planning to retire should notify his or her supervisor at least 2 months before the retirement date, or as required in Retirement Policy 540.28. A copy of the notification should be given to the Superintendent.

#### Termination

The District may terminate an employee-at-will at any time. The Superintendent or supervisor may recommend an employee's discharge subject to the School Board's approval. Prior to recommending dismissal, the supervisor shall schedule a conference with the employee, at which time the reasons for dismissal shall be discussed. Appeal from a supervisor's recommendation of dismissal may be made to the Superintendent.

#### Reduction in Hours

If the work hours of an educational support personnel employee are reduced as a result of a decision of the Board to decrease the number of educational support personnel employees or to discontinue some particular type of educational support service, written notice will be mailed to the employee and also given to the employee either by certified mail, return receipt requested, or personal delivery with receipt, at least 30 days before the effective date of the reduction in the employee's hours. However, if a reduction in hours is due to an unforeseen reduction in the student population, then the written notice will be mailed and given to the employee at least 5 days before the effective date of the reduction in hours.

#### Reduction-In-Force and Recall

If an educational support personnel employee is removed or dismissed as a result of a decision of the Board to decrease the number of educational support personnel employees or to discontinue some particular type of educational support service, written notice will be mailed to the employee and also given to the employee either by certified mail, return receipt requested, or personal delivery with receipt, at least 30 days before the effective date of the employee's removal or dismissal, together with a statement of honorable dismissal and the reason therefore.

## PERSONNEL

### EDUCATIONAL SUPPORT PERSONNEL - TERMINATION OF EMPLOYMENT

The School Board 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 of each full-time educational support employee. The employee with the shorter length of continuing service within the respective category of position shall be dismissed first. The Executive Director of Human Resources shall develop and disseminate the seniority list in accordance with this policy.

If the Board has any vacancies for the following school term or within one calendar year from the beginning of the following school term, the positions thereby becoming available within a specific category of position shall be offered to the employees so removed or dismissed from that category or any other category of position, so far as they are qualified to hold such positions.

#### Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit or vacation time taken that was not earned. Employees are paid for all earned vacation. 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 third business day following the last day of employment.

#### Administrative Procedures

The Superintendent may develop procedures to implement this policy.

LEGAL REF.: Illinois School Code, Sec. 10-22.34 and 10-23.5 (105 ILCS 5/10-22.34 and 5/10-23.5).

Adopted: March 10, 1983  
Revised: March 9, 1995  
Revised: November 4, 1999  
Revised: July 24, 2003  
Revised: September 25, 2008

