

PERSONNEL

EDUCATIONAL SUPPORT PERSONNEL - RECRUITMENT AND HIRING

Employment At-Will

Subject to the terms and conditions of any existing collective bargaining agreement which provides to the contrary, employment with the District is at-will, meaning that employment may be terminated by the District or employee at any time. However, removal or dismissal 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 requires 30 days notice before the effective date of the employee's removal or dismissal, together with a statement of honorable dismissal and the reason therefor. Nothing in School Board policy is intended or should be construed as altering the employment at-will relationship.

Recruitment

The Superintendent shall recommend to the School Board the establishment of new educational support personnel position(s). School Board approval is required prior to advertising a new educational support personnel position. Vacancies within the existing educational support personnel, as well as new positions, will be posted.

Application

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

Selection

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

Appointment

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

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

PERSONNELEDUCATIONAL SUPPORT PERSONNEL - RECRUITMENT AND HIRINGCompensation and Assignment

The School Board will determine salary and wages for educational support personnel, subject to the terms and conditions of any existing collective bargaining agreement. Increments are dependent on evidence of continuing satisfactory performance. Educational support personnel are paid twice per month. The Superintendent is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.: Illinois School Code, Sec. 10-21.4, 10-21.9, 10-22.34 and 10-23.5 (105 ILCS 5/10-21.4, 5/10-21.9, 5/10-22.34 and 5/10-23.5);
Duldulao v. St. Mary of Nazareth Hospital, 483 N.E. 2d 956 (111. App. 1 Dist. 1985);
Kaiser v. Dixon, 468 N.E. 2d 822 (2d Dist. RI. 1984); and
Molitor v. Chicago Title & Trust Co 59 N.E. 2d 695 (Ill. App. 1 Dist. 1945).

Adopted: March 10, 1983
Revised: June 13, 1996
Revised: November 4, 1999
Revised: July 24, 2003