

## **Personnel**

### **Educational Support Personnel - Employment Termination and Suspensions**

#### **Resignation**

**Please refer to the "Contractual agreement between the Board of Education of Valley View Community Unit School District 365U and the Valley View Council of Local 604 American Federation of Teachers, AFL-CIO".**

#### **For employees not covered by this agreement:**

Employees should provide 2 weeks' termination notice except when the best interests of the District require otherwise. In most cases, resigning employees should be permitted to work to their effective resignation date. A resignation notice cannot be revoked once accepted or otherwise acted upon (such as, a new employee was hired).

#### **Retirement**

**Please refer to the following collective bargaining agreements:**

**"Contractual agreement between the Board of Education of Valley View Community Unit School District 365U and the Valley View Council of Local 604 American Federation of Teachers, AFL-CIO";**

**"Agreement between the Board of Education of the Valley View School District 365U and Local 3057 Region 2 Council 31, American Federation of State, County and Municipal Employees, AFL-CIO";**

**"Agreement between Valley View Office Personnel Council Aft-Local 604, IFT/AFT, AFL-CIO and the Board of Education of School District #365U."**

#### **For employees not covered by these agreements:**

An employee planning to retire should notify his or her supervisor at least 2 months before the retirement date. A copy of the notification should be given to the Superintendent.

#### **Non-RIF Dismissal**

**Please refer to the following collective bargaining agreements:**

**"Contractual agreement between the Board of Education of Valley View Community Unit School District 365U and the Valley View Council of Local 604 American Federation of Teachers, AFL-CIO";**

**"Valley View Community Unit School District 365U Policies and Procedures regarding Food Services Personnel."**

#### **For employees not covered by these agreements:**

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law. The Superintendent or supervisor may recommend an employee's discharge subject to the Board of Education's approval.

#### **Reduction In Force and Recall**

**Please refer to the following collective bargaining agreements:**

**"Contractual agreement between the Board of Education of Valley View Community Unit School District 365U and the Valley View Council of Local 604 American Federation of Teachers, AFL-CIO";**

**"Agreement between the Board of Education of the Valley View School District 365U and Local 3057 Region 2 Council 31, American Federation of State, County and Municipal Employees, AFL-CIO";**

**"Agreement between Valley View Office Personnel Council Aft-Local 604, IFT/AFT, AFL-CIO and the Board of Education of School District #365U."**

**For employees not covered by these agreements:**

The Board of Education shall use a seniority list to determine the order of dismissal if it reduces educational support personnel or discontinues some type of educational support service. The seniority list, categorized by positions, shall show the length of continuing service 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.

Written notice will be given the employee by certified mail, return receipt requested, at least 60 days before the end of the school term, together with a statement of honorable dismissal and the reason therefore.

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

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. 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.

Suspension

**Please refer to the following collective bargaining agreements:**

**"Contractual agreement between the Board of Education of Valley View Community Unit School District 365U and the Valley View Council of Local 604 American Federation of Teachers, AFL-CIO";**

**"Agreement between the Board of Education of the Valley View School District 365U and Local 3057 Region 2 Council 31, American Federation of State, County and Municipal Employees, AFL-CIO";**

**"Agreement between Valley View Office Personnel Council Aft-Local 604, IFT/AFT, AFL-CIO and the Board of Education of School District #365U."**

**For employees not covered by these agreements:**

Except as provided below, 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.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension.

LEGAL REF.: 5 ILCS 430 et seq.  
105 ILCS 5/10-22.34c and 5/10-23.5.  
820 ILCS 105/4a.

CROSS REF.: 5:240 (Professional Personnel - Suspension), 5:270 (Educational Support Personnel -  
Employment At-Will, Compensation, and Assignment)

ADOPTED: September 8, 1997

AMENDED: July 13, 1998

AMENDED: May 18, 2009